

From: Close, Dustin (NIH/OD) [E] [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FA781EBA5BED46EBBE496F3A13B1883C-CLOSEDB]
Sent: 2/1/2021 4:16:24 PM
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CC: Nair, Prema (NIH/CSR) [E] [b6] Cantilena, Barbara (NIH/NIBIB) [E] [b6] Cosme, Lillian (NIH/NIAMS) [E] [b6] Alves, Steve (NIH/OD) [E] [b6] Butler, Gloria (NIH/NHGRI) [E] [b6] Putney, Dvonte (NIH/NINDS) [E] [b6] Peterson, Trevor (NIH/NEI) [E] [b6] Folkers, Jonathan (NIH/NIAAA) [E] [b6] Dade-Vinson, Celeste (NIH/OD) [E] [b6] Brining, Sheryl (NIH/OD) [E] [b6] Cook, Karen (NIH/OD/ORS) [E] [b6] Milliard, Suzanne (NIH/NCI) [E] [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [b6] Leahy, Timothy (NIH/OD) [E] [b6] Stabile, Regina (NIH/NIEHS) [E] [b6] Martin, Susan (NIH/CC/DCRI) [C] [b6] Cheung, Paul (NIH/NHGRI) [E] [paul.cheung@nih.gov]; Manheim, Marianne (NIH/NHLBI) [E] [b6] Woodson, Holly (NIH/OD/ORS) [E] [holly.v [b6] Chen, Eva (NIH/NIDDK) [E] [b6] Le, Vivian (NIH/NLM) [E] [b6] French, Daniel (NIH/OD) [E] [b6] Vorck, Fred (NIH/CC/DCRI) [E] [b6] Tucker, Susan (NIH/OD) [C] [b6] Dickens, Jasse (NIH/NIMH) [E] [b6] LaBella, Shirley (NIH/OD) [E] [b6] Amarante, Rusinel (NIH/NIGMS) [E] [b6] Yager, Kelly (NIH/NIDDK) [E] [b6] Squiers, Chris (NIH/NIDA) [E] [b6] Jezioro, Maddie (NIH/NIA/ERP) [E] [b6] Lansiquot, Boniface (NIH/NEI) [E] [b6] Ngo, Nam (NIH/NCATS) [E] [b6] Smith, Marcia (NIH/FIC) [E] [smithm [b6] Barreros, Tamara (NIH/OD/ORS) [E] [b6] Schaaf, Mark (NIH/NIDCR) [E] [b6] Yang, Amy (NIH/NIDCD) [E] [b6] Frimpong, Eno (NIH/OD) [E] [b6] Ratliff, Shaun (NIH/OD) [E] [b6] Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [b6] Reter, Roy (NIH/NIEHS) [E] [b6] Gheen, Valery (NIH/NHLBI) [E] [b6] Twilley, Ross (NIH/OD) [E] [b6] Bartok, Lauren (NIH/NIAID) [E] [b6] Kennedy, Josephine (NIH/NCATS) [E] [b6] Woo, Theodore (NIH/NCCH) [E] [b6] Albert, Roberta (NIH/NIBIB) [E] [b6] Clary, David (NIH/NIAMS) [E] [b6] Berry, Thomas (NIH/NIDCD) [E] [b6] Albertini, Brian (NIH/NINR) [E] [b6] Johnson, Shevon (NIH/NIEHS) [E] [b6] Green, Yolanda (NIH/NIMH) [E] [b6] Cheema, Uzma (NIH/NIBIB) [E] [b6] Amar, Anna (NIH/OD) [E] [b6]

Subject: NIH Privacy Coordinator Group (PCG) Meeting

Attachments: Untitled Attachment; Untitled Attachment; Untitled Attachment; Untitled Attachment; Untitled Attachment

Location: Microsoft Teams Meeting

Start: 3/24/2021 1:30:00 PM

End: 3/25/2021 3:00:00 PM

Show Time As: Free

Recurrence: Monthly
the fourth Wednesday of every 1 month(s) from 9:30 AM to 11:00 AM

Required Attendees: Close, Dustin (NIH/OD) [E]; NIH IC Privacy Coordinators

Optional Attendees: Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris

(NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Albert, Roberta (NIH/NIBIB) [E]; Clary, David (NIH/NIAMS) [E]; Berry, Thomas (NIH/NIDCD) [E]; Albertini, Brian (NIH/NINR) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Green, Yolanda (NIH/NIMH) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Amar, Anna (NIH/OD) [E]

The NIH Privacy Coordinator Group (PCG) Meeting is held the fourth Wednesday of every other month, 9:30am – 11:00am. The agenda and supporting materials will be attached.

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CC: Nair, Prema (NIH/CSR) [E] [b6] Cantilena, Barbara (NIH/NIBIB) [E] [b6] Cosme, Lillian (NIH/NIAMS) [E] [b6] Alves, Steve (NIH/OD) [E] [b6] Butler, Gloria (NIH/NHGRI) [E] [b6] Putney, Dvonte (NIH/NINDS) [E] [b6] Peterson, Trevor (NIH/NEI) [E] [b6] Folkers, Jonathan (NIH/NIAAA) [E] [b6] Dade-Vinson, Celeste (NIH/OD) [E] [b6] Brining, Sheryl (NIH/OD) [E] [b6] Cook, Karen (NIH/OD/ORS) [E] [b6] Milliard, Suzanne (NIH/NCI) [E] [b6] Cheung, Paul (NIH/NHGRI) [E] [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [rosayma.lopez-b6] Leahy, Timothy (NIH/OD) [E] [b6] Stabile, Regina (NIH/NIEHS) [E] [b6] Martin, Susan (NIH/CC/DCRI) [E] [b6] Manheim, Marianne (NIH/NHLBI) [E] [b6] Woodson, Holly (NIH/OD/ORS) [E] [b6] Chen, Eva (NIH/NIDDK) [E] [b6] Le, Vivian (NIH/NLM) [E] [lev1-b6] French, Daniel (NIH/OD) [E] [b6] Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [b6] Dickens, Jasse (NIH/NIMH) [E] [b6] LaBella, Shirley (NIH/OD) [E] [b6] Woo, Theodore (NIH/NCCIH) [E] [b6] Kennedy, Josephine (NIH/NCATS) [E] [b6] Bartok, Lauren (NIH/NIAID) [E] [b6] Twilley, Ross (NIH/OD) [E] [b6] Gheen, Valery (NIH/NHLBI) [E] [b6] Reter, Roy (NIH/NIEHS) [E] [b6] Callwood, Aubrey (NIH/NICHD) [E] [b6] Ratliff, Shaun (NIH/OD) [E] [b6] Frimpong, Eno (NIH/OD) [E] [b6] Yang, Amy (NIH/NIDCD) [E] [b6] Schaaf, Mark (NIH/NIDCR) [E] [b6] Barreros, Tamara (NIH/OD/ORS) [E] [b6] Smith, Marcia (NIH/FIC) [E] [smithm-b6] Ngo, Nam (NIH/NCATS) [E] [b6] Lansiquot, Boniface (NIH/NEI) [E] [b6] Jezioro, Maddie (NIH/NIA/ERP) [E] [b6] Squiers, Chris (NIH/NIDA) [E] [b6] Yager, Kelly (NIH/NIDDK) [E] [b6] Amarante, Rusinel (NIH/NIGMS) [E] [b6] Nair, Prema (NIH/CSR) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e248fc54a660499492748c80fb2f125c-nairpg]; Cantilena, Barbara (NIH/NIBIB) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=9502efaa74cd459db80025132eda47cb-cantileb]; Cosme, Lillian (NIH/NIAMS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7d6a9ba65b7e4e6fb59b74469a9131fb-cosmei]; Alves, Steve (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8f567253a5f24a2dbcbcd0c2f37ebff5-alvess]; Butler, Gloria (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=11fc9be6224c4ad182dd7598ba73fb9f-gloriab]; Putney, Dvonte (NIH/NINDS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=06d7b61f8bba4b0f8097916b7c4cf418-putneydm]; Peterson, Trevor (NIH/NEI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=442290b4949b4dd68174291cea7d6365-petersot]; Folkers, Jonathan (NIH/NIAAA) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7cebe4d17ca142a18f129a6e10608bd6-jfolkers]; Dade-Vinson, Celeste (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=5d2e8e7feb7f47e0ad93af789e7cd15b-dadecele]; Brining, Sheryl (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=81468af5fe924e21a9c564a87bb2d3e8-brinings]; Cook, Karen (NIH/OD/ORS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0c4f7702dfb04b2da65f922cd21c4de7-cookk]; Milliard, Suzanne (NIH/NCI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=da97451639ef4029beec7c88f82025ed-milliaris]; Cheung, Paul (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=155d366d49d44a22a6a68215635935a7-cheungp]; Lopez-Ramirez, Rosayma (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7a3bce4b96814aef89a926c45ec3559c-lopezramire]; Leahy, Timothy (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group

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Attachments: NIH PCG Meeting Agenda_3-25-2021.docx; MC1745-1 - Export.pdf

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Thanks!
Dustin

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Office of the Senior Official for Privacy (OSOP)

Privacy Coordinator Group (PCG) Meeting Agenda

DATE	March 25, 2021	LOCATION	Microsoft Teams
TIME	9:30am – 11:00am	FACILITATOR	Dustin Close, NIH Privacy Program Lead

30 mins	PCG Teams Site Demo, Q&A, and Open Discussion	<i>Dustin Close</i>
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15 mins	Privacy Act Applicability Memos and PIA Requirements	<i>Dan French</i>
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30 mins	Third Party Websites and Applications Process	<i>Dustin Close</i>
	OMB M-10-23, Guidance for Agency Use of Third-Party Websites and Applications – Open Government	
	Processes and Procedures (MC 1745-1) – Who are the stakeholders?	
	How are ICOs handling these requests?	

15 mins	SOP Update	<i>Celeste Dade-Vinson</i>
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15 mins	PCG Open Forum	<i>Participants</i>
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NIH Policy Manual

1745-1 - NIH Privacy Impact Assessments

Issuing Office: OD/OM/OMA, OD/OCIO **Phone:** (301) 496-2832

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Transmittal Notice

1. **Explanation of Material Transmitted:** This manual chapter outlines responsibilities for complying with the National Institutes of Health (NIH) policy on conducting privacy impact assessments (PIA) on all Information Technology (IT) Systems and Third-Party Websites and Applications (TPWAs) owned, operated, or controlled by NIH, in addition to those set forth by the Department of Health and Human Services (HHS), Titles II and III of the E-Government Act of 2002, and Office of Management and Budget (OMB) guidance. This policy also applies to NIH IT Systems and uses of TPWAs that are developed, operated and/or maintained on behalf of NIH by contract personnel. This revision updates terms, organizations, and hyperlinks.
2. **Filing Instructions:**
 - **Remove:** NIH Manual 1745-1, dated 06/13/2014.
 - **Insert:** NIH Manual 1745-1, dated 02/03/2021.
3. **PLEASE NOTE:**
 - For information on the Privacy Act of 1974 as amended, OMB and HHS guidance related to privacy, and the privacy mandates contained in the E-Government Act of 2002 and Federal Information Security Modernization Act of 2014 (FISMA), contact the NIH Senior Official for Privacy (SOP), Division of Compliance Management (DCM), Office of Management Assessment (OMA), Office of Management (OM), Office of the Director (OD) at (301) 496- 4606 or via email at: privacy@mail.nih.gov.
 - For information on the content of this chapter and additional privacy resources, visit the Website of the NIH Office of the Senior Official for Privacy (OSOP) at: <https://oma.od.nih.gov/DMS/Pages/Privacy-Program.aspx>.
 - For information on the NIH Policy Manual, contact the Division of Compliance Management (DCM), OMA at (301) 496-4606 or enter the URL: <https://oma.od.nih.gov/DMS/Pages/Manual- Chapters.aspx>.

A. Purpose

This manual chapter establishes policies and procedures based upon requirements and guidance set forth by the Federal Government, OMB, and HHS to conduct privacy impact assessments (PIAs) for all IT Systems, and uses of Third-Party Websites and Applications (TPWAs) owned or operated by the NIH Institutes, Centers, and Offices (ICO), or contractors working on behalf of the agency.

B. Scope

Privacy impact assessments (PIAs) provide a documented process to identify and protect personally identifiable information (PII) throughout the information lifecycle belonging to NIH staff, patients, public citizens, business partners and associates, vendors and contractors. They ensure that the government has considered necessary safeguards for PII that is passed through, collected, maintained, or disseminated in its IT Systems and uses of TPWAs.

C. Policy

1. A PIA or, at a minimum, a Privacy Threshold Analysis (PTA) is required to be conducted on all IT Systems, and each use of a TPWA, whether in existence, under development, or undergoing modification, as defined by the E-Government Act of 2002, OMB guidance, HHS policy and supporting guidance. The results of the PTA may require that a full PIA be conducted.
2. NIH ICOs must update PIAs for IT Systems and uses of TPWAs that undergo a major change, as defined in OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*.
3. A PIA is a living document that must be updated in conjunction with a Security Assessment and Authorization (SA&A) package. All IT System PIAs must also be updated when a **major change** occurs within the IT System (see list of "Major Changes" under section F. Definitions).
4. Reviews of IT System and TPWA PIAs must be completed when changes create new privacy risks, when new elements of PII are added to the system or the TPWA, and/or every three (3) years absent a major change.
5. All PII collected on an individual must be the minimum amount necessary and must be kept up to date. A privacy policy and notice regarding the usage of PII must be clearly displayed on the IT System and TPWA Websites or provided in writing prior to the collection of PII.
6. Individuals whose PII is maintained within the IT System or TPWA must receive notification when a major change occurs to the IT System or to the use of a TPWA that may potentially affect their PII and how it is used.
7. All personnel using/operating IT Systems and TPWAs must be trained, educated, and made aware of their responsibilities for protecting any PII stored. All NIH staff (employees and contractors) must complete mandatory, annual training on NIH

Information Security and Information Management Training found at:
<http://irtsectraining.nih.gov>.

8. All portions of the PIA must be completed on the appropriate PIA form and submitted via the current PIA reporting tool for internal review and approval by the NIH Senior Official for Privacy (SOP).
9. All IT System and TPWA PIAs must be submitted through appropriate ICO channels, to the NIH SOP upon completion. The NIH SOP will submit them to HHS for review. The *Third-Party Website and Applications Checklist* (see Appendix A) must be completed prior to implementing and using a TPWA. A summary of the PIA will be made publicly available on the HHS PIA Website at: <http://www.hhs.gov/pia/>.
10. All IT Systems and uses of TPWAs subject to the Privacy Act must cite an appropriate Privacy Act System of Records Notice (SORN). The SORN is published in the Federal Register to inform the public what information is collected, how it is used, how individuals may gain access to information about themselves, and other specific details.
11. All new and updated IT Systems and uses of TPWAs that collect, maintain, and/or disseminate PII must:
 - a. Have policies in place about the collection, retention, and destruction of PII; and,
 - b. Include a complaint process for individuals who believe their PII has been used inappropriately or is inaccurate.

D. Responsibilities

PIAs provide a documented process to identify and protect PII belonging to NIH staff, patients, public citizens, business partners and associates (Federal, state, local agencies), vendors, suppliers and contractors. They ensure that the government has considered necessary safeguards for PII that is passed through, collected, maintained, or disseminated in its IT Systems and authorized TPWAs. Personnel identified as leads responsible for assisting in the completion and/or review process of PIAs include:

1. HHS Senior Agency Official for Privacy (SAOP)

- a. Ensures there is an HHS framework to facilitate the development and maintenance of PIAs;
- b. Reviews and approves Operating Division (OpDiv) and Staff Division (StaffDiv) PIAs prior to posting them to the HHS.gov website for public review;
- c. Coordinates policy with Departmental privacy points of contact (POC);
- d. Establishes Departmental PIA policy and procedures; and
- e. Manages the development and submission of the Federal Information Security Modernization Act (FISMA) Privacy Management Report.

2. NIH Senior Official for Privacy (SOP)

- a. Establishes an NIH policy framework to facilitate the development and maintenance of PIAs;
- b. Ensures that NIH staff comply with this policy;

- c. Ensures the oversight of this policy is carried out through a coordinated effort between OMA and the NIH Office of the Chief Information Officer (OCIO);
- d. Coordinates training for ICO Privacy Coordinators (ICOPCs) and other key stakeholders on how to conduct PIA reviews and their requirements;
- e. Reviews completed PIAs and attests that they are completed accurately;
- f. Processes and stores PIAs in the current reporting tool;
- g. Submits PIAs to the Department and seeks revisions from the NIH PIA author with assistance from the ICOPC if errors are found;
- h. Supports the HHS SAOP in FISMA and ad hoc privacy reporting activities; and,
- i. Makes recommendations to senior level officials with budgetary authority to allocate proper resources to mitigate privacy weaknesses found in IT Systems and uses of TPWAs, as documented in their corresponding PIAs.

3. NIH Privacy Act (PA) Officer

- a. Serves as the NIH point of contact for issues related to the Privacy Act;
- b. Communicates and collaborates with ICOPCs regarding the awareness of privacy laws, regulations, and issues within NIH; and,
- c. Collaborates with ICOPCs to conduct information training sessions for IT System and TPWA Owners/Managers regarding new legislation and procedures relating to the Privacy Act, E-Government Act, and FISMA.

4. NIH Chief Information Security Officer (CISO)

- a. Ensures that oversight of this policy is carried out through a coordinated effort between the OCIO and OMA;
- b. Provides oversight for the security controls necessary to support NIH privacy requirements;
- c. Ensures that all NIH Security Assessment and Authorization (SA&A) packages include updated and completed PIAs;
- d. Maintains the NIH Security Authorization Tool (NSAT) where PIAs are processed and stored;
- e. Collaborates with the NIH SOP to generate the annual and/or quarterly FISMA and Agency Privacy Management Report submissions to HHS; and,
- f. Facilitates reporting of privacy and security requirements to HHS and HHS Office of the Inspector General (OIG) auditors.

5. ICO Communications Director and Webmaster

- a. Coordinates with the ICOPC to determine uses of TPWAs that are subject to OMB Memorandum M-10-22, *Guidance for Online Use of Web Measurement and Customization Technologies*, and OMB Memorandum M-10-23, *Guidance for Agency Use of Third-Party Websites and Applications*, HHS policy and implementing guidance, and any subsequent federal law or guidance that impacts OMB guidance; and,
- b. Works with the NIH SOP to develop and review PIAs for uses of TPWAs in accordance with OMB guidance and HHS policy.

6. ICO Privacy Coordinator (ICOPC)

- a. Coordinates completion, review, and approval of PIAs within each ICO;
- b. Tracks and monitors the PIA requirements and reporting progress for the ICO;
- c. Responds to IT System and TPWA Owner/Manager inquiries regarding privacy related federal legislation and guidance, HHS and NIH policy and guidance; and,
- d. Completes the final review of a PIA before approval by the NIH SOP.

7. ICO Information Systems Security Officer (ISSO)

- a. Assists the ICOPC, IT System and TPWA Owner/Manager with the completion of PIAs by answering any questions pertaining to security; and,
- b. Provides guidance and support to ICOs to implement IT security controls that enhance privacy compliance.

8. ICO IT System and/or TPWA Owner/Manager

- a. Serves as a PIA author or identifies staff within the ICO with sufficient knowledge of the IT System or use of a TPWA in order to complete the PIA;
- b. Maintains responsibility for ensuring compliance with the PIA policy for IT Systems and uses of TPWAs under their responsibility within the ICO;
- c. Serves as a POC for specific IT Systems or uses of TPWAs to whom PIA questions may be directed;
- d. Refers complex PIA questions and privacy issues to the ICOPC as appropriate;
- e. Refers complex SA&A questions and security control issues to the ICO ISSO;
- f. Responds to inquiries regarding the function, content, and disclosure practices of IT Systems and uses of TPWAs;
- g. Coordinates with ICOPC to maintain accuracy of information contained in the PIAs in the current PIA reporting tool;
- h. Coordinates with appropriate NIH privacy, security and other key stakeholders such as the ICO Paperwork Reduction Act (PRA) Liaison, Records Liaison, Communications Director, and/or Webmaster, to complete PIAs;
- i. Notifies the ICOPC or ISSO of a new use of an IT System, TPWA or if a major change occurs that may potentially affect PII and how it is used;
- j. Identifies any additional resources needed to complete PIAs; and,
- k. Updates NIH management on the progress of PIA completion.

E. References

Laws:

- 1. Privacy Act of 1974, (5 U.S.C. 552a, as amended) (Public Law 93-579) (December 31, 1974): <https://www.justice.gov/opcl/privacy-act-1974>
- 2. Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501) (Public Law 104-13) (May 22, 1995): <http://www.reginfo.gov/public/reginfo/prs.pdf>

3. Children's Online Privacy Protection Act (COPPA) of 1998, (15 U.S.C. 6501) (Public Law 105- 277) (October 21, 1998): <http://www.ftc.gov/ogc/coppa1.htm>
4. Clinger-Cohen Act of 1996, (40 U.S.C. Section 1401) (Public Law 104-106) (February 10, 1996) (also known as the Information Technology Management Reform Act): <http://www.fismacenter.com/Clinger%20Cohen.pdf>
5. Computer Security Act of 1987, (15 U.S.C. Chapter 7, 40 U.S.C. Section 1441) (Public Law 100- 235) (January 8, 1988): <https://www.gpo.gov/fdsys/pkg/STATUTE-101/pdf/STATUTE-101-Pg1724.pdf>
6. E-Government Act of 2002 (E-GOV) Section 208, (44 U.S.C. Chapter 36) (Public Law 107-347 Title II) (December 17, 2002): <https://www.gpo.gov/fdsys/pkg/PLAW-107publ347/pdf/PLAW-107publ347.pdf>
7. Federal Information Security Modernization Act (FISMA) of 2014: Pub. L. 113-283, 128Stat. 3073 (Dec. 18, 2014) (primarily codified at 44 U.S.C. chapter 35, subchapter 11), *available at* <https://www.govinfo.gov/content/pkg/PLAW-113publ283/pdf/PLAW-113publ283.pdf>

National Institute of Standards and Technology (NIST) Guidance:

1. NIST SP 800-53 Rev 4, Security and Privacy Controls for Federal Information Systems and Organizations (April 2013): <https://csrc.nist.gov/publications/detail/sp/800-53/rev-4/final>
2. NIST SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII) (April 2010): <https://csrc.nist.gov/publications/detail/sp/800-122/final>

Office of Management and Budget Guidance:

OMB Circulars:

1. Office of Management and Budget Circular A-11, Information Technology and E-Government: http://www.obamawhitehouse.gov/sites/default/files/omb/assets/a11_current_year/s300.pdf
2. OMB Circular A-130, Management of Federal Information Resources (July 28, 2016): <https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/OMB/circulars/a130/a130revised.pdf>

OMB Memoranda:

1. M-03-22, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002 (September 30, 2003): <https://www.whitehouse.gov/wp-content/uploads/2017/11/203-M-03-22-OMB-Guidance-for-Implementing-the-Privacy-Provisions-of-the-E-Government-Act-of-2002-1.pdf>
2. M-06-15, Safeguarding Personally Identifiable Information (May 22, 2006): <https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2006/m-06-15.pdf>
3. M-06-16, Protection of Sensitive Agency Information (June 23, 2006): <https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2006/m06-16.pdf>

- pdf
4. M-10-22, Guidance for Online Use of Web Measurement and Customization Technologies (June 25, 2010):
https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/memoranda_2010/m10-22.pdf
 5. M-10-23, Guidance for Agency Use of Third-Party Websites and Applications (June 25, 2010):
http://www.obamawhitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-23.pdf
 6. M-17-12, Preparing for and Responding to a Breach of Personally Identifiable Information (January 3, 2017):
https://obamawhitehouse.archives.gov/sites/default/files/omb/memoranda/2017/m-17-12_0.pdf

HHS Privacy Policy and Guidance:

1. HHS-OCIO Policy for Information Systems Security and Privacy (IS2P):
<https://intranet.hhs.gov/technical-support/cybersecurity/policies-standards-memoranda-guides/policies>
2. HHS-OCIO Policy for Privacy Impact Assessment (PIA):
<https://www.hhs.gov/web/governance/digital-strategy/it-policy-archive/policy-for-privacy-impact-assessments.html>
3. HHS Rules of Behavior for Use of HHS Information Resources:
<http://www.hhs.gov/ocio/policy/hhs-rob.html>

NIH Policy, Provisions and Guidelines:

1. NIH Manual Chapter 1743, Managing Federal Records:
<https://policymanual.nih.gov/1743>
2. NIH Manual Chapter 1745, NIH Information Technology (IT) Privacy Program:
<https://policymanual.nih.gov/1745>
3. 1745-2, NIH Privacy and Security Incident and Breach Response Policy:
<https://policymanual.nih.gov/1745-2>
4. NIH Manual Chapter 1825, Information Collection from the Public:
<https://policymanual.nih.gov/1825>
5. NIH Manual Chapter 2804, NIH Public-facing Web Management:
<https://policymanual.nih.gov/2804>
6. NIH Manual Chapter 2805, NIH Web Privacy Policy:
<https://policymanual.nih.gov/2805>
7. NIH Information Security Policy Handbook:
<https://ocio.nih.gov/InfoSecurity/Policy/Pages/default.aspx>

F. Definitions

1. **Awareness, Training, and Education:** Includes (1) awareness programs that engage changing organizational attitudes towards promoting the importance of privacy and the

adverse consequences of its failure; (2) training to identify, develop, and improve the skills that enable staff to perform their jobs more effectively; and (3) education programs targeted for privacy professionals (defined in NIST SP 800-12, *An Introduction to Computer Security: The NIST Handbook*).

2. **E-Government Act of 2002:** Title II of the E-Government Act of 2002 requires federal agencies to conduct PIAs before developing or procuring IT Systems that collect, maintain, or disseminate PII. Once completed, the agency's Chief Information Officer (CIO), or an equivalent official, must review the Privacy Impact Assessments (PIAs). Additional requirements include making PIAs publicly accessible and posting a machine-readable privacy notice on publicly facing Websites [defined in the HHS Cybersecurity Program's guidance entitled, *Standard Operating Procedures for Completing a Privacy Impact Assessment*, and in the *E-Government Act of 2002* Section 208, (44 U.S.C. Chapter 36) (Public Law 107-347 Title II) (December 17, 2002)].
3. **Federal Information Security Modernization Act (FISMA) of 2014:** Amends the Federal Information Security Management Act of 2002 (FISMA) and provides several modifications that modernize Federal security practices to address evolving security concerns. These changes result in less overall reporting, strengthen the use of continuous monitoring in systems, increase focus on the agencies for compliance, and lead to reporting that is more focused on the issues caused by security incidents (defined in 44 U.S.C. § 3552).
4. **Information Technology (IT):** Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an executive agency. Equipment is considered used by an executive agency if used directly or used by a contractor under a contract with the executive agency, which: (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources (defined in 40 U.S.C., Section 5002, the *Clinger-Cohen Act of 1996*).
5. **IT System:** A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (defined in NIST Special Publication 800-53, Revision 4, entitled *Security and Privacy Controls for Federal Information Systems and Organizations*).
6. **Major Change:** Any change that is made to the IT System environment or operation of the system. PIAs should be conducted following any major change, including, but not limited to:
 - Conversions: A conversion from paper-based methods to electronic systems.
 - Anonymous to Non-Anonymous: When the system's function, as applied to an existing information collection, changes anonymous information into PII.
 - Significant System Management Changes: When new uses of an existing IT System, including application of new technologies, significantly change the

process of managing PII in the system.

- Significant Merging: When agencies adopt or alter business processes so that government databases holding PII are merged, centralized, matched with other databases, or otherwise significantly manipulated.
- New Public Access: When user-authenticating technology (e.g., password, digital certificate, biometric) is newly applied to an electronic information system, which can be accessed by the public.
- Commercial Sources: When PII is obtained from commercial or public sources and is systematically integrated into the existing information system database.
- New Interagency Uses: When agencies work together on shared functions involving significant new uses or exchanges of PII.
- Internal Flow or Collection: When alteration of a business process results in significant new uses or disclosures of information or incorporation into the system of additional PII; and,
- Alteration in Character of Data: When new PII added to a collection raises the risk to personal privacy, such as the addition of health or privacy information.
- (Defined in OMB Memorandum M-03-22, *Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).

7. **Personally Identifiable Information (PII):** Information that can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, user login, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and/or place of birth, mother's maiden name, etc. (defined in OMB Memorandum M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information*).
8. **Privacy Act Record:** Any item, collection, or group of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and contains a name, identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph (defined in the Privacy Act of 1974).
9. **Privacy Act System of Records Notice (SORN):** All systems with Privacy Act information contained within them are required to publish a "Records Notice" in the Federal Register that informs the public what information is contained in the system, how it is used, how individuals may gain access to information about themselves, and other specific aspects of the system (defined in the OMB Circular A-108, *Federal Agency Responsibilities for Review, Reporting, and Publication under the Privacy Act*).
10. **Privacy Impact Assessment (PIA):** An analysis of how information is handled: (i) to ensure it conforms to applicable legal, regulatory, and policy requirements regarding privacy, (ii) to determine the risks and effects of collecting, maintaining and disseminating information in identifiable form in an electronic information system, and (iii) to examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks. A privacy impact assessment is both an analysis and a formal document detailing the process and the outcome of the analysis (defined in OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).

11. **Privacy Notice:** A brief description of how the agency's privacy policy will apply in a specific situation. Serve to notify individuals before they engage with an agency, Website or application where they make their PII available to the agency (defined in OMB Memorandum M-99-18, *Privacy Policies on Federal Web Sites* and OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).
12. **Privacy Policy:** A consolidated explanation of the agency's general privacy-related practices that pertain to its official Website and its other online activities. Federal agencies must protect an individual's right to privacy when they collect personal information. This is required by the Privacy Act, 5 U.S.C. 552a, and OMB Circular No. A-130, *Management of Federal Information Resources*.
13. **Privacy Policy in Standardized Machine-Readable Format:** Means a statement about site privacy practices written in a standard computer language (not English text) that can be read automatically by a web browser. (defined in OMB Memorandum M-99-18, *Privacy Policies on Federal Web Sites* and OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).
14. **Privacy Threshold Analysis (PTA):** A basic privacy analysis to determine whether or not an entity reaches the threshold that requires a full PIA to be completed.
15. **Senior Agency Official for Privacy (SAOP):** An individual selected by the Department to have agency-wide oversight in implementing and ensuring compliance with privacy legislation (defined in OMB Memorandum M-16-24, *Role and Designation of Senior Agency Officials for Privacy*).
16. **System of Records:** A group of records under the control of any agency where information is retrieved by the name of the individual, by some identifying number or symbol, or by other identifiers assigned to the individual [defined in the HHS Cybersecurity Program document entitled *Standard Operating Procedures for Completing a Privacy Impact Assessment (PIA) Guide*].
17. **Third-Party Websites and Applications (TPWA):** Web-based technologies that involve significant participation of a nongovernment entity. Often these technologies are located on a ".com" website or other location that is not part of an official government domain. However, TPWAs can also be embedded or incorporated on an agency's official website (defined in OMB Memorandum M-10-23, *Guidance for Agency Use of Third-Party Websites and Applications*).
18. **Website:** A collection of interlinked electronic pages (on either Internet or intranet sites) with a related topic, usually under a single domain name, which includes an intended starting file called a "home page." From the home page, access is gained to all the other pages on the Website (defined in the HHS Cybersecurity Program document entitled *Standard Operating Procedures for Completing a Privacy Impact Assessment (PIA) Guide*).

Appendix A: Third-Party Websites and Applications (TPWA) Checklist

Purpose

The purpose of this checklist is to provide guidance on identification of appropriate Third-Party Websites and Applications (TPWA). TPWAs are used to engage openly with the public where they offer new tools that will help people to connect with their government, promoting the goals of transparency, participation, and collaboration.

Roles and Responsibilities

1. ICO Privacy Coordinator (ICOPC): Responsible for identifying the necessary staff to complete the TPWA Privacy Impact Assessment (PIA). Individuals that complete the TPWA PIA are referred to as PIA Authors. PIA Authors should possess the knowledge and ability to understand all the issues raised by the TPWA PIA.
2. ICO Information Systems Security Officer (ISSO): Has sufficient understanding of the Department's information technology (IT) management procedures. Examples of roles that may be chosen to serve as the PIA Author include program manager, Web managers, or communications personnel.
3. Stakeholders: Employee(s) driving this request.
4. ICO or OD Communications Director: Determine the appropriate strategy and tools for your audience and mission and to obtain any required ICO approval(s) to use social and new media.
5. Office for the Senior Official for Privacy (OSOP): Collaborates, reviews and promotes the TPWA PIA to HHS for final approval.
6. Office of the Chief Information Officer / Information Security and Awareness Office (OCIO ISAO): Reviews TPWA submission to verify validity.

Process

1. Identify need.
2. Identify internal resources which can meet the need.
3. If internal resources are not available, identify TPWAs that can meet the need.
4. Determine whether the TPWA has a prior approval for use at NIH or HHS.
5. If the TPWA selected does not have a prior approval you must:
 - a. Evaluate the security of the tool and what risks its use pose to NIH and the public.
 - b. Determine whether the Terms of Service are acceptable to NIH.
 - c. Determine whether the TPWA can support official agency branding and obtain guidance on how to use NIH or ICO branding properly.
 - d. Determine whether the TPWA supports Section 508 Accessibility Compliance.
 - e. Ensure the TPWA is configured securely to protect NIH activities.
 - f. Ensure the TPWA is configured and used in ways that protect the public's privacy
 - g. Create a TPWA PIA and publish it

TPWAs and Terms of Service

Check the following sites to see if a TPWA has been approved:

- Government Services Administration ([GSA](#)) [Third-Party Websites and Applications with Signed Terms of Service](#).
- [HHS Terms of Service \(TOS\)](#) agreement for TPWAs provides a list of official government use social media tools that are offered to the agency.
- Contact the Assistant Secretary for Public Affairs (ASPA) Digital at digital@hhs.gov if you are interested in a tool that is not on the list and that you would recommend they should pursue.
- You may contact the [Office of the General Counsel, Public Health Division, NIH Branch](#) if you have questions about whether your ICO can agree to the terms and conditions of the Third-Party website or Application (TPWA) and/or the licensing agreement supplied by the vendor.
- [NIH Approved Umbrella TPWAs](#)

IT Security

- ☐ Read the [NIH IT General Rules of Behavior](#) to be aware of how users of NIH IT are responsible for information security and are held accountable for their actions.
- ☐ Read Office of Management and Budget ([OMB](#)) [M-10-23, Guidance for Agency Use of Third- Party Websites and Applications](#)
- ☐ Read [HHS Policy for Personal Use of Information Technology Resources](#) for policy and other information on how NIH IT resources may or may not be used.
- ☐ Contact your ICO or OD [Information Systems Security Officer \(ISSO\)](#) to determine appropriate IT security practices and whether the technology meets applicable security standards

Official Agency Sources of Information, Branding, and Copyrighted Content

The TPWA must be appropriately identified as an official agency communications channel to distinguish its activities from those of non-governmental actors. The TPWA account must clearly indicate that it is an official government account.

- ☐ Contact the [NIH Office of Communications and Public Liaison \(OCPL\)](#) to obtain permission to use trademarked images and logos.
- ☐ Read [NIH Manual Chapter 1186, Use of NIH Names and Logos](#).
- ☐ All ICOs shall include a link to their program specific website content.
- ☐ Use official NIH graphics that clearly identifies your program's ownership or sponsorship as a government entity.

Accessibility

- ☐ Ensure content posted or produced through the use of new technologies is accessible to people with disabilities and in compliance with Section 508 of the Rehabilitation Act of 1973; see for [Section 508](#) for current policy and standards, guidance and other information.
- ☐ Contact your [ICO Section 508 Coordinator](#) or the NIH OCIO [Section 508 Team](#) with questions or assistance on compliance.

Information Collection from the Public

- ☐ Read [Information Collection under the Paperwork Reduction Act \(PRA\)](#) to determine if the uses of social media and web-based interactive technologies are information collections subject to the PRA and require approval from the Office of Management and Budget.
- ☐ Read [NIH Manual Chapter 1825, Information Collection from the Public](#) for a description of NIH policies and procedures governing the collection of information from the public.
- ☐ Contact the NIH [Project Clearance Branch](#) to determine appropriate clearance functions concerning public information activities (i.e., regulations, survey interviews, customer satisfaction surveys, website questionnaires and epidemiology research).

Do not solicit formal or informal consensus advice from the public using web technologies.

Protecting Privacy

Create External Alert

- If the public navigates to the TPWA via an external hyperlink, your ICO must implement an alert to notify the public that they are being directed to a non-governmental website.
- ☐ When necessary, update the Operating Division (OPDIV) Privacy Policy and [Machine-Readable Privacy Policy](#) to describe the use of a TPWA.
- The term “Privacy Policy” refers to a single, centrally located statement of the Website’s privacy standards and processes, which is accessible from the official homepage of the ICO. It is a consolidated explanation of the general privacy-related practices that pertain to the official Website and other online activities. It must be updated to include required information about the use of the TPWA.
- ☐ Post a *Privacy Notice* when feasible.
- A “Privacy Notice” is a brief description of how the privacy policy will apply in a specific situation. *It should be conspicuous, salient, clearly labeled, written in plain language, and prominently displayed at all locations where the public might make PII*

available to NIH. Due to technical limitations, the use of some TPWAs may make it difficult to post a privacy notice (i.e., Twitter's character limitation). When feasible, the ICO should make every effort to ensure that a privacy notice is posted.

- ☐ Ensure the TPWA has a signed Terms of Service. This applies to no-cost (free) tools only.
- ☐ Read OMB Memorandum 10-22 and 10-23, Guidance for Agency Use of Third-Party websites and Applications to determine the steps necessary to protect individual privacy when using TPWAs to engage with the public.
- ☐ Read NIH Manual Chapter 2805, NIH Web Privacy Policy for additional guidance to determine the policy and procedures for ensuring the privacy and protection of personal information maintained and disseminated via NIH websites.

Use a Tier 3 Web Technologies*

- ☐ Read OMB Memorandum 10-22, Guidance for Online Use of Web Measurement and Customization Technologies to determine the requirements for agency use of web measurement and customization technologies.

* Tier 3 refers to any use of a multi-session Web measurement and customization technology when PII is collected (including when the agency is able to identify an individual as a result of its use). Web measurement and customization technologies that fall into the Tier 3 category are referred to as "a Tier 3 multi-session technology."

Record Keeping/Records Retention

- ☐ Contact your ICO Records Liaison to determine appropriate records schedule and records management practices.

Comments and Moderating

- ☐ Determine and document a process to moderate (review and clear) comments. Use the NIH Comment Guidelines whenever possible.
- ☐ Clearly link to or display a comment policy if you will allow the public to make PII available to the agency (e.g., "friending," "following," "liking," joining a "group," becoming a "fan," and comparable functions).

Linking, Liking, following and Endorsement

- ☐ Ensure web pages containing links to external web pages not located on the NIH network provide a statement adjacent to the link or a "pop-up" disclaimer that explains that visitors are being directed to an external, government or non-government website that may have different privacy policies from those of the NIH official website.

- ☐ Determine what entities are appropriate to link/like/follow/endorse from your account.

Create the TPWA PIA

- ☐ Create the TPWA PIA using the HHS TPWA PIA Form
- ☐ Submit completed TPWA PIA to the NIH Privacy Office. Once completed by all ICO parties, forward to privacy@mail.nih.gov for OSOP and OCIO ISAO concurrent review. Upon NIH Privacy Office and OCIO ISAO approval, Privacy will submit the PIA to HHS for final approval.
- ☐ Store signed TPWA PIAs at the ICO level. Once HHS approved, Privacy will forward a signed copy to the ICO and add it to the TPWA inventory on the Privacy SharePoint site.

Maintain the TPWAs PIA

- ☐ Review yearly. In addition to maintaining an approved copy of the TPWA PIA, ICO must review PIAs annually to ensure the PIAs comply with current privacy practices and reflects the current agency practices.

How to determine if a website/application qualifies as a TPWA – take the “litmus test”:

1. Is the Website or application part of an authorized law enforcement, national security, or intelligence activity?
 - a. Yes? Other privacy laws will apply to the information collection. Therefore, you do not need to complete a TPWA PIA.
 - b. No? Continue to Question 2.

1. Is the Website or application intended to be used for internal HHS/OPDIV activities only?
 - a. Yes? You do not need to complete a TPWA PIA.
 - b. No? Continue to Question 3.

1. Does HHS/OPDIV own or have contractual control of the operation or maintenance of the Website or application?
 - a. Yes? You do not need to complete a TPWA PIA. However, you must ensure an IT System PIA was conducted previously on the Website or application (e.g., network, server or database).

b. No? Continue to Question 4.

1. Does another Federal department or agency own or have contractual control of the operation or maintenance of the Website or application?

a. Yes? You do not need to complete a TPWA PIA.

b. No? Continue to Question 5.

1. Is the Website or application intended to involve members of the public?

a. Yes? You need to complete a TPWA PIA. Please collaborate with key stakeholders within your OPDIV, as needed.

b. No? Continue to Question 6.

1. Was the Website or application designed for the purpose of implementing the Open Government Directive principles of transparency, participation and/or collaboration?

a. Yes? You need to complete a TPWA PIA. Please collaborate with key stakeholders within your OPDIV, as needed.

b. No? It is not a TPWA. Stop here.

The "litmus test" may suggest it's not a TPWA, however, you should always check with your ISSO/OCIO for further evaluation. It may be an internal tool that should still be assessed or could require inclusion to an organization's IT inventory.

References

Office of Management and Budget (OMB) Memorandum (M)10-23, Guidance for Agency Use of Third- Party Websites and Applications, allows the use of TPWAs in support of Open Government principles. [NIH Privacy Web site](#)

[NIH Security Authorization Tool \(NSAT\)](#) [NIH Social Media Guidelines](#)

[HHS Third-Party Websites and Applications with signed Terms of Service](#) [HHS TPWA Standard Operating Procedures \(SOP\)](#)

[HHS TPWA PTA PIA Form](#)

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End: 5/27/2021 3:00:00 PM

Recurrence: (none)

Optional Attendees: Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [E]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Amar, Anna (NIH/OD) [E]

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Start: 9/22/2021 1:30:00 PM

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Recurrence: (none)

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Optional Attendees: Albertini, Brian (NIH/NINR) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Albert, Roberta (NIH/NIBIB) [E]; Clary, David (NIH/NIAMS) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Green, Yolanda (NIH/NIMH) [E]; Amar, Anna (NIH/OD) [E]; Berry, Thomas (NIH/NIDCD) [E]; Currie, Mikia (NIH/OD) [E]; Abdelmouti, Tawanda (NIH/OD) [E]

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To: Close, Dustin (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fa781eba5bed46ebbe496f3a13b1883c-closedb]; NIH IC Privacy Coordinators [NIHICPrivacyCoordinators@mail.nih.gov]

CC: Nair, Prema (NIH/CSR) [E] [b6] Cantilena, Barbara (NIH/NIBIB) [E] [b6] Cosme, Lillian (NIH/NIAMS) [E] [b6] Alves, Steve (NIH/OD) [E] [b6] Butler, Gloria (NIH/NHGRI) [E] [b6] Putney, Dvonte (NIH/NINDS) [E] [b6] Peterson, Trevor (NIH/NEI) [E] [b6] Folkers, Jonathan (NIH/NIAAA) [E] [b6] Dade-Vinson, Celeste (NIH/OD) [E] [b6] Brining, Sheryl (NIH/OD) [E] [b6] Cook, Karen (NIH/OD/ORS) [E] [b6] Milliard, Suzanne (NIH/NCI) [E] [b6] Amar, Anna (NIH/OD) [E] [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [b6] Leahy, Timothy (NIH/OD) [E] [b6] Stabile, Regina (NIH/NIEHS) [E] [b6] Martin, Susan (NIH/CC/DCRI) [C] [b6] Cheung, Paul (NIH/NHGRI) [E] [b6] Manheim, Marianne (NIH/NHLBI) [E] [b6] Woodson, Holly (NIH/OD/ORS) [E] [b6] Chen, Eva (NIH/NIDDK) [E] [b6] Le, Vivian (NIH/NLM) [E] [lev1] [b6] French, Daniel (NIH/OD) [E] [b6] Vorck, Fred (NIH/CC/DCRI) [E] [b6] Tucker, Susan (NIH/OD) [C] [b6] Dickens, Jasse (NIH/NIMH) [E] [jasse.dickens@nih.gov]; LaBella, Shirley (NIH/OD) [E] [b6] Amarante, Rusinel (NIH/NIGMS) [E] [b6] Yager, Kelly (NIH/NIDDK) [E] [b6] Squiers, Chris (NIH/NIDA) [E] [b6] Jezioro, Maddie (NIH/NIA/ERP) [E] [b6] Lansiquot, Boniface (NIH/NEI) [E] [b6] Ngo, Nam (NIH/NCATS) [E] [b6] Smith, Marcia (NIH/FIC) [E] [b6] Barreros, Tamara (NIH/OD/ORS) [E] [b6] Schaaf, Mark (NIH/NIDCR) [E] [b6] Yang, Amy (NIH/NIDCD) [E] [b6] Frimpong, Eno (NIH/OD) [E] [eno.frimpong@nih.gov]; Ratliff, Shaun (NIH/OD) [E] [b6] Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [b6] Reter, Roy (NIH/NIEHS) [E] [b6] Gheen, Valery (NIH/NHLBI) [E] [b6] Twilley, Ross (NIH/OD) [E] [b6] Bartok, Lauren (NIH/NIAID) [E] [b6] Kennedy, Josephine (NIH/NCATS) [E] [b6] Woo, Theodore (NIH/NCCIH) [E] [b6] Clary, David (NIH/NIAMS) [E] [b6] Albert, Roberta (NIH/NIBIB) [E] [b6] Johnson, Shevon (NIH/NIEHS) [E] [b6] Hammond, Christopher (NIH/OD) [E] [b6] Hinton, Cynthia (NIH/OD) [E] [b6] Haileleul, Betty (NIH/OD) [C] [b6] Beecher, Tricia (NIH/OD) [E] [b6] Jones, Amber (NIH/OD) [C] [b6] Johnson, Ryheem (NIH/OD) [C] [ryheem] [b6] Berry, Thomas (NIH/NIDCD) [E] [b6] Albertini, Brian (NIH/NINR) [E] [b6] Green, Yolanda (NIH/NIMH) [E] [b6] Cheema, Uzma (NIH/NIBIB) [E] [b6] Pearson, Katrina (NIH/OD) [E] [b6]

Attachments: NIH PCG Meeting Agenda 05.26.2021 (2).docx; NIH Policy Overview_Privacy_20210526 (1).pptx; Overview of the GDPR 2021.pptx

Start: 5/26/2021 1:30:00 PM
End: 5/26/2021 3:00:00 PM

Recurrence: (none)

Required Attendees: Close, Dustin (NIH/OD) [E]; NIH IC Privacy Coordinators

Optional Attendees: Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Amar, Anna (NIH/OD) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E];

Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Clary, David (NIH/NIAMS) [E]; Albert, Roberta (NIH/NIBIB) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Hammond, Christopher (NIH/OD) [E]; Hinton, Cynthia (NIH/OD) [E]; Haileleul, Betty (NIH/OD) [C]; Beecher, Tricia (NIH/OD) [E]; Jones, Amber (NIH/OD) [C]; Johnson, Ryheem (NIH/OD) [C]; Berry, Thomas (NIH/NIDCD) [E]; Albertini, Brian (NIH/NINR) [E]; Green, Yolanda (NIH/NIMH) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Pearson, Katrina (NIH/OD) [E]

The NIH Privacy Coordinator Group (PCG) Meeting is held the fourth Wednesday of every other month, 9:30am – 11:00am. The agenda and supporting materials are attached.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

b6

United States, Bethesda

Phone Conference ID: b6 b6

[Find a local number](#) | [Reset PIN](#)

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Office of the Senior Official for Privacy (OSOP)

Privacy Coordinator Group (PCG) Meeting Agenda

DATE	May 26, 2021	LOCATION	Microsoft Teams
TIME	9:30am – 11:00am	FACILITATOR	Dustin Close, NIH Privacy Program Lead

20 mins	NIH Policy Team – Policy Manual Repository Overview	Cindy Hinton
20 mins	General Data Protection Regulation (GDPR) Overview	Chris Hammond
20 mins	SOP Update	Celeste Dade-Vinson
30 mins	PCG Open Forum	Participants

Remote Participation

Join on your computer or mobile app
 Click here to join the meeting

Or call in (audio only)

b6 United States, Bethesda
 Phone Conference ID: b6







NIH Policy Manual

Office of Management Assessment Division of Compliance Management

Tools and Tips for Navigating the NIH Policy Manual Repository

May 2021

Agenda

- Home Page
- Policy Layout and Features
- Issuing Office Contact Options
- My Favorites
- Search/Browse Features
- Export Reports and Policies

Overview



National Institutes of Health
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Office of Management Assistance
Supporting the Office of Management Assistance

NIH Policy Manual

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Recently Released Chapters

- Managing Federal Acquisition and Contract Administration - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018

Recently Released Chapters

- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
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- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018

Recently Released Chapters

- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
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- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018

Functional Series

- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018
- Product, Program, and Office (POPO) Management, Review, and Reporting to NIH General Management - 2018

- NIH Policy Manual is an official mechanism and primary repository for NIH-wide policy, and comprised of individual chapters, commonly referred to as Manual Chapters or Policy Manuals.
- Division of Compliance Management, OMA maintains the repository and supports the policy issuing offices (IOs) to develop, modify, or rescind chapters.
- Manual Chapter 1710 establishes requirements for policies maintained in the repository to ensure:
 - Policies are developed consistently and undergo proper review/approval;
 - Responsibilities are clear and IOs have Manual Chapter Coordinators (MCC); and
 - Consistency with other policies and the overall mission of the agency.



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NIH Policy Manual Application

- Microsoft .NET custom application developed to manage the content similar to a Content Management System (CMS) providing features such as drafting, previewing, and publishing
- Streamlined the complete Policy Manual Authoring process
- Developed workflow for OMA MC Team to work and collaborate to create and manage Policy Manuals
- Introduced automatic versioning for metadata and policy content
- Created an automatic archival process based on publishing type and offered an option to track the NARA process
- Designed NIH OMA brand consistency by inheriting from OMA public website
- PDF version is automatically created
- Automated broken links checks and an email is delivered to inbox with broken link info
- Automated reminder for reviewing the policy manual

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Policy Information, Features and Layout

Although not all contact info is required, when the IO includes as much as possible, it makes it helpful during research when further information is needed.



1. Left navigation to quickly jump to sections within policy content
2. Ability for users to provide feedback to OMA and IO MCC for individual policy
3. Option for users to share policies via yammer or email
4. Print policies to pdf
5. NIH users can "favorite" policies (once logged in from the homepage)
6. Tool tips for date fields to accurately describe the version history

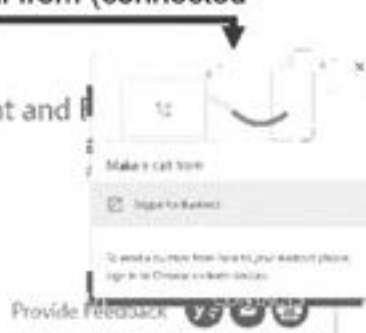
Contact the Issuing Office for Policy

Depending on the amount of contact information the IO provides, you may have several options. One is to call the IO directly from your computer (or iPad, tablet, mobile device). By clicking the phone number, a pop-up will prompt you to identify which device you want to call from (connected iPhone, android, skype or teams)

1745-2 - NIH Privacy and Information Security Incident and Policy

Issuing Office: OD/OM/OMA, OD/OCIO Phone: (301) 496-2532

Release Date: 2/23/2016 • Technical Revision Date: 4/20/2020 •



If using your mobile device, click the number and it will automatically call the IO

Contact the Issuing Office for Policy

Another options is to select the "Provide Feedback" button. This will allow you to inform the Issuing Office Manual Chapter Coordinator and the OMA policy team and about your inquiry for that individual policy.

1745-2 - NIH Privacy and Information Security Incident and Breach Response Policy

Issuing Office: OD/OM/OMA, OD/OCIO *Phone:* (301) 496-2832

Release Date: 2/23/2016  *Technical Revision Date:* 4/20/2020 

Provide Feedback



Send

To:
Cc:
Bcc:

Subject: Feedback - 1745-2 NIH Privacy and Information Security Incident and Breach Response Policy

Hello,

I have a question about the revision of this policy. Can we chat?

Thanks,
Cindy



National Institutes of Health
Office of Management

Sharing Policy Features

Here's a closer look at the sharing features for each policy just below the contact information, find these 3 icons which are as follows:

- Yammer – generates a post to your NIH Yammer account and allows you to tag people/groups to be notified.
- Email – creates an email and link for you to share this policy with your colleagues.
- Print – creates a PDF version of the MC for you to save and/or print.

Check that this policy is being shared with you as a Privacy/Security Incident Response Policy. If you wish to share this policy with your colleagues, click on the link below to share this policy with them.

<https://policymanual.nih.gov/1745-2>

Share on Yammer

Share on Email

Send

Full Policy Manual

Provide Feedback



NIH Policy Manual

1745-2 - NIH Privacy and Information Security Incident and Breach Response Policy

Issuing Office: OD-GM/PMO, OD/PMO Phone: (301) 855-5332

Release Date: 1/21/2014 Technical Revision Date: 03/20/2017

Essential Notice

1. **Explanation of Material Transmitted:** This policy outlines the implementation of National Institutes of Health (NIH) employees, contractors, researchers, grantees, trainees, and other non-Government personnel affiliated with NIH for complying with the policy, and ensuring the protection of personally identifiable information (PII) and sensitive information (SI) contained in all NIH Information Technology (IT) systems as well as paper-based systems. This policy also applies to electronic and paper-based systems that are developed, operated and/or maintained by contract personnel on behalf of NIH.

My Favorites

Users must be on the NIH network (or VPN) in order to login and access additional features in the NIH Policy Manual

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NIH Policy Manual

OMAS HOME **LOGOUT**

HOMESEARCHBROWSE**MY FAVORITES**RESOURCESABOUTCONTACTS

 Recently Released Chapters

 Frequently Accessed Chapters

Managing Federal Records 1344
12/28/2020, Revised Review 7/16/2022

Institutes, Centers and Offices (ICOs) Alterations, Repairs, or Improvements to NIH-Owned Facilities Using Operating Funds 1445-174
4/23/2022

Intramural Research Program Telehealth Requirements 3014-303
2014-202

Travel Policies and Procedures 1320
8/20/2018

NIH Remote Access Policy 2850
3/20/2021, Revised Review 7/16/2021

Intramural Research Training Award (RTA) Program 2355-2367
2/24/2022

My Favorites

- Users logged into the system can favorite policies allowing for easier access to most frequently accessed chapters.
- Users will see the most frequently accessed chapters they specifically visit on the site.
- Manual Chapter Coordinators (MCCs) and Subject Matter Experts (SMEs) will see policies they issue and the ability to easily see the scheduled review date.

Home > Content > You have 1 saved policy manual

Top 5 Policies

- Publishing and Managing Policies in the NIH Policy Manual
- Grants to Minority-Serving Institutions Program
- Translational
- NIH Research Training Grant Program (RTG) Policies
- Title 38 Education and Service Pay

My Favorites

VIEW RESULTS

Chapter Number	Chapter Title	Release Date	Publication Status	Actions
2-400-040-1	NIH Nursing Mothers Program	2/24/2020	Active	Link to page

1 of 1 items

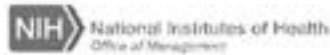
Policies Assigned To Me

VIEW RESULTS

Chapter Number	Chapter Title	Issuing Office	Publication Status	Release Date	Review Date
1720	Developing and Maintaining Policies in the NIH Policy Manual	OE/OM-OM/OM/MS	Active	8/21/2024	8/21/2025
2001-411-8	Education Support and Program	OE/OM/OM/MS	Active	10/17/2024	10/17/2025

Search Features

The **Search** feature allows you to pinpoint content within a chapter with it's "Keywords" and "Search Within" functions. Additional options to narrow your search include identifying the Issuing Office, Functional Series, Release Date and Publication Status. If the search results are needed to share with other, the user can export the results into excel.



Office of Management Assessment
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NIH Policy Manual

CHALFPA6 1/1/25

HOME	SEARCH	DISPOSE	RESOURCES	ABOUT	CONTACTS
Keywords:		Search Within:		Publication Status	
☐ Matches on all words (AND)		Primary Issuing Office:		Release Date:	
☒ Matches on any words (OR)				to	
☒ Matches on exact phrase		Series:			
				SEARCH	



Search Features

For example, you are the Mobile Device contact for your IC. Your supervisor has directed you to revise the IC policy. The IC policy was last revised in 2018. By searching for the key terms with exact phrase matches and using the active publication status within a date range, you successfully narrow the results to 5 policies.

The screenshot shows the NIH Policy Search interface. The top navigation bar includes links for HOME, SEARCH, RESULTS, RESOURCES, ABOUT, and CONTACTS. The search filters section on the left includes a keyword search bar with the text "Mobile Device", a dropdown for "Match type" set to "Exact phrase", and a list of filter options: "Matches all words (AND)", "Matches any word (OR)", and "Matches all word stems". The right side of the filters section includes a "Status" dropdown set to "Active", a "Revision Date" range from "1/1/2014" to "1/1/2021", and a "Search" button. Below the filters, the "Search Results" section displays a table of results. The table has columns for "Document Number", "Document Title", "Functional Group", "Revision Date", "Issuing Office", "Publication Status", and "Actions". There are 5 results listed. A "Tip" box on the right says "Tip: Export results to include in reports for supervisors".

Document Number	Document Title	Functional Group	Revision Date	Issuing Office	Publication Status	Actions
0001	NIH Electronic Device Policy	Emerging Technology, I&D Technology	1/1/2017	OD/IT/OT	Active	View
1141	NIH Electronic Device Policy	Management	12/24/2015	OD/PH/OMAS	Active	View
1141.2	NIH Electronic Device Policy	Management	4/21/2015	OD/PH/OMAS	Active	View
1101	NIH Policy for Annual Invention Submission Seminars for Scientists and Researchers	Policy Development	11/14/2014	OD/PH/OMAS	Active	View
1101	NIH Policy for the Publication of Research Results	Policy Development	1/1/2014	OD/PH/OMAS	Active	View

1 - 5 of 5 items

Browse Features

The **Browse** feature allows you to explore policies which are organized by chapter number (by default). If you know specific information about the chapter you're inquiring, simply narrow the results like the search tab with the option to export your results to excel.

HOME SEARCH **BROWSE** UPDATES RESOURCES ABOUT CONTACT

Policy: Publication Status: Policy Issuing Office:

Release Date: to

Tip: Headers of results are sortable



Browse Manual Chapters

Chapter Number	Chapter Title	Functional Name	Release Date	Issuing Office	Publication Status	Actions
0070	Organizational Changes	Management, Emergency/Temporary	1/28/2021	OD-ORNCMS/ODH	● Active	
0070	Gift Acceptance Policy	Emergency/Temporary, Info/Technical	1/14/2021	OD-ODH	● Active	
0070	Temporary Business Functions Related to Coronavirus Pandemic	Emergency/Temporary	12/16/2020	OD-ODH	● Active	
0110	Leave and Regulations	Management	10/17/2004	OD-ORNCMS/ODH	● Active	
1110	Outstanding Business, Fixing the Government Seal and Taking the Department Seal	Management	9/25/2006	OD-ORNCMS	● Archived	
1120	Organizational Changes	Management	12/10/2018	OD-ORNCMS/ODH	● Archived	

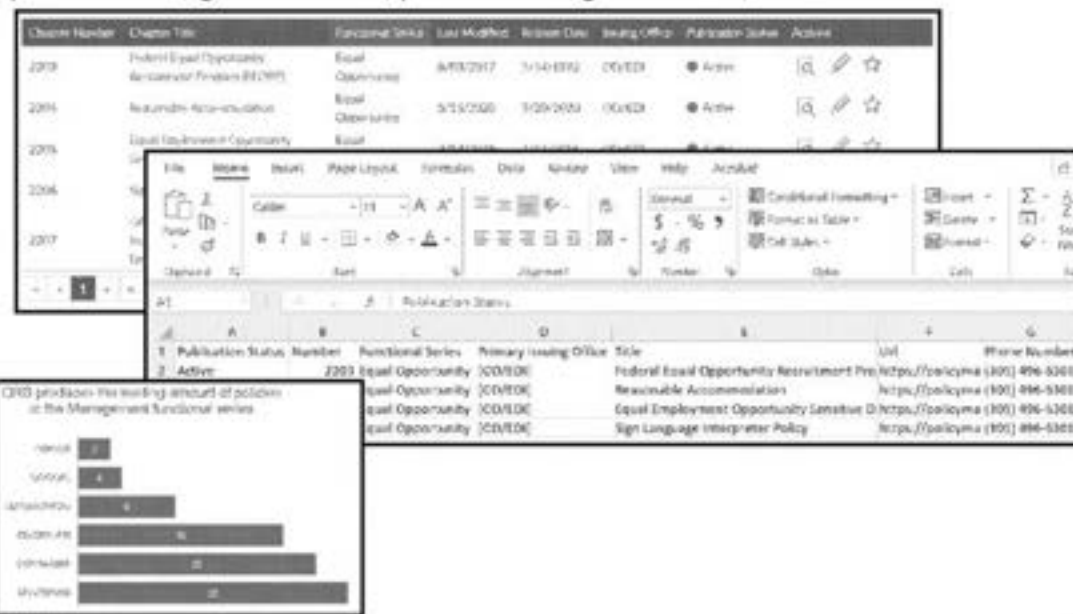
Tip: Once logged in, users can bookmark policies in any results list and locate them from the "My Favorites" tab



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Exporting Reports

This tool allows you convert any list of results into an excel spreadsheet for personal use, generate data, present findings to offices, etc.



National Institutes of Health
Office of Management

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Background Slides

Upgrades

 National Institutes of Health Office of Management & Enterprise Support NIH Policy Manual	
HOME	ABOUT
10 Recently Revised Chapters - Managing Federal Budgets: 1000 - Emergency Temporary Policies: 4000 - Administrative Orders and Policies (OAPs) General: 2000 - Administrative Orders and Policies (OAPs) Specific: 3000 - Administrative Orders and Policies (OAPs) Specific: 3000 - Administrative Orders and Policies (OAPs) Specific: 3000 - Administrative Orders and Policies (OAPs) Specific: 3000 - Administrative Orders and Policies (OAPs) Specific: 3000 - Administrative Orders and Policies (OAPs) Specific: 3000 - Administrative Orders and Policies (OAPs) Specific: 3000	10 Frequently Asked Questions - How to Submit a Request: 1000 - How to Submit a Request: 1000 - How to Submit a Request: 1000 - How to Submit a Request: 1000 - How to Submit a Request: 1000 - How to Submit a Request: 1000 - How to Submit a Request: 1000 - How to Submit a Request: 1000 - How to Submit a Request: 1000 - How to Submit a Request: 1000
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- In 2017, OMA launched the new Policy Manual repository. Enhancements include:

- Search/browse functionality, intuitive information, navigation, compliance with security protocols, and a refreshed look and feel. Quick share features for users to provide instant feedback on each policy and/or share policies via Yammer or email and created NIH-user homepages for bookmarking or “favoriting” policies.

- In 2018:

- Homepage functionality for headers of each quadrant to report a list of respective topics. Additional date fields to accurately describe the version history. Updated format for exported policies and applied fixes for continuing support of redirects.

- In 2019:

- Created 5-year workflow to notify IOs of required policy management lifecycles which resulted in increased accountability and transparency.

- In 2020:

- Upgraded additional administration improvements and electronic records management capabilities for archiving permanent records and transfer to NARA.

- In 2021:

- Implemented new workflow for Emergency/Temporary policies, increased search features, and reorganized homepage to highlight “My Favorites” portal in the ribbon.

2019:

Improve the NIH Policy Manual system with the agile method to perform updates, increase operational functionality, and ensure proper security requirements are met. By assessing stakeholder needs, user portals were developed for NIH staff to increase the usability, generate reports, and plan for policy management lifecycles which resulted in increased accountability, transparency, and workload distribution among various agency Issuing Offices.

2020:

Released updates to the NIH Policy Manual site regarding workflow notifications, automatic filing of records upon publication, update policy headers to include tool tips, update export to word features.

April 2021:

TFS ID: 483 – Emergency/Temporary Workflow Notification of Expiring Policy

TFS ID: 484 – Search/Browse in Numerical Order

TFS ID: 485 – Search Box - Metadata Info (485)

TFS ID: 488 – Add “MY FAVORITES” link to the Ribbon

TFS ID: 490 – Move “Emergency/Temporary” on the Homepage (490)

TFS ID: 491 – Add “Copy Draft Link” for Rescissions (491)

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NIH Policy Manual – Required Format & Documents Used in Processing

All policies in the NIH Policy Manual are required to include the following format:

- Transmittal Sheet
- Purpose
- Audience/Scope
- Policy
- Roles and Responsibilities

To aid the IOs and MCCs with the format and lifecycle of a policy, the following forms and templates are used to publish a policy:

- Approval and Concurrence Forms
 - NIH Form 414-7 – NIH Manual Chapter Concurrence and Approval Record
 - NIH Form 414-6 – NIH Manual Chapter Review Record (optional)
- Templates
 - NIH Form 414-8 – Example Transmittal Sheet and Chapter Template
 - Resources: <https://oma.od.nih.gov/dms/pages/manual-chapters-links.aspx>



Transmittal Sheet: The cover page must include an explanation for writing, revising, or rescinding the chapter, as well as the removal/release dates and appropriate IO contact information.

Purpose: Describes why the policy is needed and summarizes what the policy will communicate to the reader.

Audience/Scope: Identifies the target audience and who the policy applies or does not apply to.

Policy: Communicates essential requirements, rules and guidelines.

Roles and Responsibilities: Assign duties and required steps to the appropriate officials, organizations, or groups who have a stake in carrying out the policy.

The European Union General Data Protection Regulation: Tips for NIH Privacy Staff



Chris Hammond
Senior Attorney
Office of the General Counsel

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Questions?

Chris Hammond
Senior Attorney
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Resources

- OIR/OHSRP GDPR FAQs -
<https://irbo.nih.gov/confluence/display/ohsrp/Frequently+Asked+Questions#FrequentlyAskedQuestions-FAQGDPR>

From: Martinez, Heather (NIH/NIAID) [C] [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=52B029F8E1AB45EC875E9591AECC2BF3-MARTINEZHT]
Sent: 7/21/2021 12:18:20 PM
To: Martinez, Heather (NIH/NIAID) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=52b029f8e1ab45ec875e9591aecc2bf3-martinezht]; Bartels, Adelina (NIH/NIAID) [E] [adelina.bartels@nih.gov]; Gordon, Alison (NIH/NIAID) [E] [alison.gordon@nih.gov]; Gordon, Alison (NIH/NIAID) [E] [alison.reinhart@nih.gov]; Amato, Cynthia (NIH/NIAID) [C] [amatoc@niaid.nih.gov]; Mora, Anita (NIH/NIAID) [E] [amora@niaid.nih.gov]; Bonhomme, Andrea (NIH/NIAID) [E] [andrea.bonhomme@nih.gov]; Gabossy, Andrea (NIH/NIAID) [E] [andrea.gabossy@nih.gov]; Radtke, Andrea (NIH/NIAID) [E] [andrea.radtke@nih.gov]; Harris, Angela (NIH/NIAID) [E] [angela.harris@nih.gov]; Garvey, Anne (NIH/NIAID) [E] [anne.garvey@nih.gov]; Crane, Anya (NIH/NIAID) [C] [anya.crane@nih.gov]; Oplinger, Anne (NIH/NIAID) [E] [aoplinger@niaid.nih.gov]; Ward, Alicia (NIH/NIAID) [E] [ayward@niaid.nih.gov]; Hutko, Autumn (NIH/NIAID) [E] [ballarau@mail.nih.gov]; Barrick, Bill (NIH/NIAID) [V] [bbarrick@niaid.nih.gov]; Bennett, Arthur (NIH/NIAID) [E] [bennettar@niaid.nih.gov]; Hartman, Brenda (NIH/VRC) [E] [bhartman@mail.nih.gov]; Thomas, Bridget (NIH/NIAID) [E] [bo7g@nih.gov]; Lee Howell, Bonnie (NIH/NIAID) [C] [bonnie.leehowell@nih.gov]; Borchers, Sarasimone [USA] [Borchers_Sarasimone@bah.com]; Schneider, Brett (NIH/NIAID) [E] [brett.schneider@nih.gov]; Noble, Brian (NIH/NIAID) [E] [brian.noble@nih.gov]; Taggart, Brian (NIH/NIAID) [E] [brian.taggart@nih.gov]; Smith, Brock (NIH/NIAID) [E] [brock.smith@nih.gov]; Dillner, Bryan (NIH/NIAID) [E] [bryan.dillner@nih.gov]; Schmidt, Beth (NIH/NIAID) [E] [bschmidt@niaid.nih.gov]; Bullis, Catherine (NIH/NIAID) [E] [bullisc@niaid.nih.gov]; Bunch, Michon (NIH/NIAID) [E] [bunchmn@niaid.nih.gov]; Cary, Patrick (NIH/NIAID) [E] [carypa@mail.nih.gov]; Casil, Ray (NIH/NIAID) [C] [casilrp@mail.nih.gov]; Maynard, Chad (NIH/NIAID) [E] [chad.maynard@nih.gov]; Grewe, Charles (NIH/NIAID) [E] [charles.grewe@nih.gov]; Stone, Charles (NIH/NIAID) [E] [charles.stone@nih.gov]; Cheman, Jaime (NIH/NIAID) [E] [chemanj@niaid.nih.gov]; Marcum, Chris (NIH/NHGR) [E] [chris.marcum@nih.gov]; Kelly, Colleen (NIH/NIAID) [E] [cn74z@nih.gov]; Kelly, Colleen (NIH/NIAID) [E] [cnolan@niaid.nih.gov]; Cooper, Susan (NIH/NIAID) [E] [coopersu@niaid.nih.gov]; Shirley, Celena (NIH/NIAID) [E] [cshirley@mail.nih.gov]; Wair, Claudia (NIH/NIAID) [E] [cw329z@nih.gov]; Holman, Cyneteria (NIH/NIAID) [E] [cyneteria.holman@nih.gov]; Fabry, Cynthia (NIH/NIAID) [E] [cynthia.fabry@nih.gov]; Rojas, Cynthia (NIH/NIAID) [E] [cynthia.rojas@nih.gov]; Borror, Debbie (NIH/NIAID) [C] [deborah.borror@nih.gov]; Conway, Desi (NIH/NIAID) [E] [desi.conway@nih.gov]; Ivey, Diane (NIH/NIAID) [C] [diane.ivey@nih.gov]; Perry, Dina (NIH/NIAID) [E] [dina.perry@nih.gov]; Dixon, Dennis M. 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Subject: Quarterly Content Meeting

Attachments: Untitled Attachment
Location: Zoom Meeting Link Will Be Provided Prior To Each Meeting
Start: 1/26/2021 7:00:00 PM
End: 1/26/2021 8:00:00 PM
Show Time As: Tentative

Recurrence: Monthly
the fourth Tuesday of every 3 month(s) from 2:00 PM to 3:00 PM
Required Attendees: (unknown property type)
Optional Attendees: Martinez, Heather [USA]; Azeez, Olumayowa (NIH/NIAID) [E]

Please join New Media Web Policy Branch (NMWPB) for quarterly updates, resources and best practices to help your content stay up-to-date on [NIAID.NIH.gov](https://niaid.nih.gov) and [Inside.NIAID.NIH.gov](https://inside.niaid.nih.gov).

Note: Meeting agenda and Zoom meeting link will be updated prior to each meeting.

Background

Whether you're new to writing website content or need to brush up on digital best practices, these quarterly meetings are for you. NMWPB's Quarterly Content Meeting will give public website and intranet content owners—people like you who hold content responsibility role(s) on [NIAID.NIH.gov](https://niaid.nih.gov) and/or [Inside.NIAID.NIH.gov](https://inside.niaid.nih.gov)—a first look at new site features and new digital communications initiatives. NMWPB will also share practical tips and resources to support your content's success. We aim to provide increased transparency into digital policies, best practices, and the overall content health on the NIAID public website and intranet.

To: Hutko, Autumn (NIH/NIAID) [E] [b6] Tsang, John (NIH/NIAID) [E] [b6] Marcum, Chris (NIH/NHGRI) [E] [chris.n [b6] Martinez, Heather (NIH/NIAID) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=52b029f8e1ab45ec875e9591aecc2bf3-martinezht]; Gordon, Alison (NIH/NIAID) [E] [b6] Gordon, Alison (NIH/NIAID) [E] [b6] Amato, Cynthia (NIH/NIAID) [C] [b6] Bonhomme, Andrea (NIH/NIAID) [E] [b6] Gabossy, Andrea (NIH/NIAID) [E] [b6] Radtke, Andrea (NIH/NIAID) [E] [b6] Harris, Angela (NIH/NIAID) [E] [b6] Garvey, Anne (NIH/NIAID) [E] [anne.garvey@nih.gov]; Crane, Anya (NIH/NIAID) [C] [b6] Oplinger, Anne (NIH/NIAID) [E] [b6] Ward, Alicia (NIH/NIAID) [E] [b6] Barrick, Bill (NIH/NIAID) [V] [b6] Hartman, Brenda (NIH/VRC) [E] [b6] Thomas, Bridget (NIH/NIAID) [E] [b6] Lee Howell, Bonnie (NIH/NIAID) [C] [bonnie.leehowell@nih.gov]; Borchers, Sarasimone [USA] [b6] Schneider, Brett (NIH/NIAID) [E] [b6] Noble, Brian (NIH/NIAID) [E] [b6] Taggart, Brian (NIH/NIAID) [E] [b6] Smith, Brock (NIH/NIAID) [E] [b6] Schmidt, Beth (NIH/NIAID) [E] [b6] Bullis, Catherine (NIH/NIAID) [E] [b6] Bunch, Michon (NIH/NIAID) [E] [b6] Casil, Ray (NIH/NIAID) [C] [casilrp [b6] Maynard, Chad (NIH/NIAID) [E] [b6] Grewe, Charles (NIH/NIAID) [E] [b6] Stone, Charles (NIH/NIAID) [E] [b6] Cheman, Jaime (NIH/NIAID) [E] [b6] Kelly, Colleen (NIH/NIAID) [E] [b6] Kelly, Colleen (NIH/NIAID) [E] [b6] Cooper, Susan (NIH/NIAID) [E] [b6] Shirley, Celena (NIH/NIAID) [E] [b6] Holman, Cyneteria (NIH/NIAID) [E] [b6] Rojas, Cynthia (NIH/NIAID) [E] [b6] Borrer, Debbie (NIH/NIAID) [C] [b6] Conway, Desi (NIH/NIAID) [E] [b6] Perry, Dina (NIH/NIAID) [E] [b6] Dixon, Dennis M. (NIH/NIAID) [E] [b6] Holton, Eimear (NIH/NIAID) [C] [b6] Perez, Elizabeth (NIH/NIAID) [E] [b6] Scott Wycherly, Elizabeth (NIH/NIAID) [E] [b6] Davis, Frances (NIH/NIAID) [C] [b6] Sparks, Frederick (NIH/NIAID) [E] [b6] Ravilious, Geoffrey (NIH/NIAID) [E] [b6] Birdsong, George (NIH/NIMH) [E] [b6] Folkers, Greg (NIH/NIAID) [E] [b6] Smith, Gregory (NIH/NIAID) [E] [b6] Thompson-Russell, Gina (NIH/NIAID) [E] [b6] Hannon, Jessica [USA] [b6] Haskins, Melinda (NIH/NIAID) [E] [haskinsm [b6] Hirsch, Marie (NIH/VRC) [E] [b6] Hopkins, Heather (NIH/NIAID) [E] [b6] Horrell, Barbara (NIH/NIAID) [E] [b6] Hudgings, Carole (NIH/NIAID) [V] [b6] Chandramouliswaran, Ishwar (NIH/NIAID) [E] [b6] Iyengar, Ranjini (NIH/NIAID) [E] [iyengarr@mail.nih.gov]; Hatfield, Jamie (NIH/NIAID) [E] [b6] Compton, Jennifer (NIH/NIAID) [E] [jennifer [b6] Routh, Jennifer (NIH/NIAID) [E] [b6] Ellis, John (NIH/NIAID) [E] [b6] Johns, Bryan (NIH/NIAID) [C] [b6] Dominique, Joyelle (NIH/NIAID) [E] [b6] Smith, Jr (NIH/NIAID) [E] [b6] Ridge, John (NIH/NIAID) [E] [b6] Sacchetti, Jenny (NIH/NIAID) [E] [b6] Coan-Stevens, Judith (NIH/NIAID) [C] [b6] Yun, Julie (NIH/NIAID) [E] [b6] Vyskocil, Jennifer (NIH/NIAID) [E] [b6] Warren, Jon (NIH/NIAID) [E] [b6] Zuckerman, Judith (NIH/NIAID) [E] [b6] Kapsilis, Michael (NIH/NIAID) [E] [b6] Cotsalas, Kara (NIH/NIAID) [E] [b6] Harris, Kara (NIH/NIAID) [E] [b6] Noble, Karlynn (NIH/NIAID) [C] [b6] Stover, Kathy (NIH/NIAID) [E] [b6] Grossman, Kenneth (NIH/NIAID) [E] [b6] Footer, Kevin (NIH/NIAID) [C] [b6] McDermott, Kevin (NIH/NIAID) [C] [b6] So, Kevin (NIH/NIAID) [C] [b6] Hazell, Kimberly (NIH/NIAID) [E] [b6] Gitt, Kirsten (NIH/NIAID) [E] [b6] Pekoc, Ken (NIH/NIAID) [E] [b6] Tomlin, Krystal (NIH/NIAID) [E] [b6] Lancaster, Mahlon (NIH/NIAID) [E] [b6] LaPorte, Tracy (NIH/OD) [E] [b6] Faile, Laura (NIH/NIAID) [C] [b6] Leifman, Laura (NIH/NIAID) [E] [b6] Spix, Leah (NIH/NIAID) [C] [b6] Yin, Li (NIH/NIAID) [E] [b6] Litsinger, Alice (NIH/NIAID) [E] [b6] Li, Yin (NIH) [E] [b6] Via, Laura (NIH/NIAID) [E] [b6] Lee, Mable (NIH/NIAID) [E] [b6] Giovanni, Maria (NIH/NIAID) [C] [b6] Daly, Marilyn (NIH/NIAID) [E] [b6] Cameron, Marnay (NIH/NIAID) [E] [b6] Marquardt, Julie (NIH/NIAID) [E] [b6] Smith, Mary (NIH/NIAID) [E] [b6] Mathur, Punam (NIH/NIAID) [E] [b6] Booth, Mason (NIH/NIAID) [C] [b6] Booth, Mason (NIH/NIAID) [C] [mbooth [b6] Mejia, Francisco (NIH/NIAID) [E] [b6] Foster, Merrill (NIH/NIAID) [E] [b6] Metzger, Patricia (NIH/NIAID) [C] [b6] Nealy, Michael (NIH/NIAID) [E] [b6] Vance, Michael (NIH/NIAID) [E] [b6] Craig,

Michelle (NIH/NIAID) [E] [b6] Assefa, Mihert (NIH/NIAID) [C] [b6] Walker, Marni (NIH/NIAID) [E] [b6] Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Modlin, Sheryl (NIH/NIAID) [E] [b6] Parsons, Mary (NIH/NIAID) [E] [mparsons [b6] Pineda, Mark (NIH/NIAID) [E] [mpineda [b6] Khan, Najiyah (NIH/NIAID) [C] [b6] Bavisotto, Nancy (NIH/NIAID) [C] [b6] Nealy, Michael (NIH/NIAID) [E] [b6] Nguyen, Loi (NIH/NIAID) [E] [b6] Bushar, Nicholas (NIH/NIAID) [E] [b6] MacDonald, Nicholas (NIH/NIAID) [E] [b6] Murphy, Nora (NIH/NIAID) [E] [b6] Philogene, Catie (NIH/NIAID) [E] [b6] Price, Michelle (NIH/NIAID) [E] [b6] Wolff, Peter (NIH/NIAID) [E] [b6] Casil, Ray (NIH/NIAID) [C] [b6] Cooper, Rene (NIH/NIAID) [E] [b6] Hafner, Richard (NIH/NIAID) [E] [b6] Caldararo, Rocco (NIH) [C] [b6] Rosa, William (NIH/NIAID) [E] [b6] Siskind, Rona (NIH/NIAID) [E] [b6] Tesfaye, Roman (NIH/NIAID) [C] [b6] Rumbarger, Jonna (NIH/NIAID) [E] [b6] Fredrickson, Rurik (NIH/NIAID) [E] [b6] Cavanaugh, Sarah (NIH/NIAID) [E] [b6] Schneider, Vicky (NIH/NIAID) [E] [b6] Grinkrug, Sergey (NIH/NIAID) [E] [b6] Macauley, Sheridan (NIH/VRC) [C] [b6] Modlin, Sheryl (NIH/NIAID) [E] [b6] Soucy, Katie (NIH/NIAID) [E] [b6] Somin, Timothy (NIH/NIAID) [E] [b6] Southard, Gordon (NIH/NIAID) [E] [b6] Coomes, Stephanie (NIH/NIAID) [E] [b6] Jones, Steven (NIH/NIAID) [E] [b6] Stover, Kathy (NIH/NIAID) [E] [b6] Sullivan, Kevin (NIH/NIAID) [E] [b6] Choi, Susan (NIH/NIAID) [E] [b6] Hu, Susan (NIH/NIAID) [C] [b6] Vogel, Susan (NIH/NIAID) [E] [svogel [b6] Robinson, Taylor (NIH/NIAID) [E] [b6] Taylor, Brandie (NIH/NIAID) [E] [b6] Meuchel, Tammy (NIH/NIAID) [E] [b6] Garten, Tori (NIH/NIAID) [E] [b6] Shahan, Tracy (NIH/NIAID) [E] [tshahan [b6] Vathiyam, Surekha (NIH/NIAID) [E] [b6] Crum, Wayne (NIH/NIAID) [C] [wayne.crum@nih.gov]; Yu, Weiming (NIH/NIAID) [E] [b6] [b6] Wongsam, Judy (NIH/NIAID) [E] [b6] Zlotnick-Solomon, Karen (NIH/NIAID) [E] [b6] Kovanda, Dennis (NIH/NIAID) [E] [b6] Meixner, Maureen (NIH/NIAID) [E] [b6] Dillner, Bryan (NIH/NIAID) [E] [b6] Strasnick, Doloris (NIH/NIAID) [E] [b6] Herpin, Betsey (NIH/NIAID) [E] [b6] Liang, Thomas (NIH/NIAID) [E] [b6] Chang, Rebecca (NIH/NIAID) [E] [b6] Mora, Anita (NIH/NIAID) [E] [b6] Barrett, Nancy (NIH/NIAID) [E] [b6] Eisenberg, Matthew (NIH/NIAID) [E] [b6] Allen-Wilcox, Jori (NIH/NIAID) [C] [b6] Fabry, Cynthia (NIH/NIAID) [E] [b6] Townsend, Krista (NIH/NIAID) [C] [b6] Deatrick, Elizabeth (NIH/NIAID) [E] [b6] Knox, Shamay (NIH/NIAID) [E] [b6] York Jolley, Jena (NIH/NIAID) [E] [b6] Schmidt, Kristi (NIH/NIAID) [E] [b6] Bartels, Adelina (NIH/NIAID) [E] [b6] Harris, Mary (NIH/NIAID) [E] [mary.harris1@nih.gov]; Croghan, Joe (NIH/NIAID) [E] [b6] Wair, Claudia (NIH/NIAID) [E] [b6] Haggerty, Patricia (NIH/NIAID) [E] [patricia.haggerty@nih.gov]; Taylor, Shelley (NIH/NIAID) [E] [b6] Shah, Jui (NIH/NIAID) [E] [jui [b6] Keener, Jessica (NIH/NIAID) [C] [b6] Ivey, Diane (NIH/NIAID) [C] [b6] Lee, Tonia D. (NIH/NIAID) [E] [b6] Cary, Patrick (NIH/NIAID) [E] [b6] Schott, Margaret (NIH/NIAID) [E] [schottms@ [b6] Person, Noni (NIH/NIAID) [E] [b6] Bennett, Arthur (NIH/NIAID) [E] [b6] Coronado, Lisa (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e498d668f1b54b49b4545503483374bb-coronadi]; Beaver, Jill (NIH/NIA/ERP) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=966bf0c850a543cfb064bffa0206740b-beaverjm]; Santora, Kenneth (NIH/NIA/ERP) [E] [b6] [b6] Marcum, Chris (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6a51ba4a9bf54fd6a8180395074960e8-marcumcs]; Germain, Ronald (NIH/NIAID) [E] [b6] Hoffman, Hillary (NIH/NICHHD) [E] [b6] Hoffman, Hillary (NIH/NICHHD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=3869fe27631b4dcd698193593f46102-hoffmanhe]; Hutko, Autumn (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f703f8fa780143c68262c6d78cbab083-ballarau]; Germain, Ronald (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0c4ec6e83ace49a7ab46a5cdca1c9eae-rgermain]; Tsang, John (NIH/NIAID)

[E] [/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=c4669b21b374420eb94ace1b456d9aed-tsangjs]
CC: Martinez, Heather [USA] [b6] Azeez, Olumayowa (NIH/NIAID) [E]
[/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=a4d9520ed3fe4aabb8f431f9444d453e-azeezo2]

Location: Zoom Meeting Info Provided In Invite

Start: 7/27/2021 6:00:00 PM

End: 7/27/2021 7:00:00 PM

Recurrence: (none)

Required (unknown property type)

Attendees:

Optional Martinez, Heather [USA]; Hannon, Jessica [USA]

Attendees:

Please join New Media Web Policy Branch (NMWPB) for quarterly updates, resources and best practices to help your content stay up-to-date on NIAID.NIH.gov and Inside.NIAID.NIH.gov.

Meeting Information

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Background

Whether you're new to writing website content or need to brush up on digital best practices, these quarterly meetings are for you. NMWPB's Quarterly Content Meeting will give public website and intranet content owners—people like you who hold content responsibility role(s) on NIAID.NIH.gov and/or Inside.NIAID.NIH.gov—a first look at new site features and new digital communications initiatives. NMWPB will also share practical tips and resources to support your content's success. We aim to provide increased transparency into digital policies, best practices, and the overall content health on the NIAID public website and intranet.

From: Close, Dustin (NIH/OD) [E] [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FA781EBA5BED46EBBE496F3A13B1883C-CLOSEDB]

Sent: 2/1/2021 4:16:24 PM

To: Close, Dustin (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fa781eba5bed46ebbe496f3a13b1883c-closedb]; NIH IC Privacy Coordinators [NIHICPrivacyCoordinators@mail.nih.gov]

CC: Nair, Prema (NIH/CSR) [E] [nairpg@csr.nih.gov]; Cantilena, Barbara (NIH/NIBIB) [E] [cantileb@mail.nih.gov]; Cosme, Lillian (NIH/NIAMS) [E] [lillian.cosme@nih.gov]; Alves, Steve (NIH/OD) [E] [alvess@od.nih.gov]; Butler, Gloria (NIH/NHGRI) [E] [gloriab@mail.nih.gov]; Putney, Dvonte (NIH/NINDS) [E] [dvonte.putney@nih.gov]; Peterson, Trevor (NIH/NEI) [E] [trevor.peterson@nih.gov]; Folkers, Jonathan (NIH/NIAAA) [E] [jfolkers@mail.nih.gov]; Dade-Vinson, Celeste (NIH/OD) [E] [celeste.dade-vinson@nih.gov]; Brining, Sheryl (NIH/OD) [E] [brinings@mail.nih.gov]; Cook, Karen (NIH/OD/ORS) [E] [kcook@exchange.nih.gov]; Milliard, Suzanne (NIH/NCI) [E] [milliards@mail.nih.gov]; Lopez-Ramirez, Rosayma (NIH/OD) [E] [rosayma.lopez-ramirez@nih.gov]; Leahy, Timothy (NIH/OD) [E] [leahyt@od.nih.gov]; Stabile, Regina (NIH/NIEHS) [E] [regina.stabile@nih.gov]; Martin, Susan (NIH/CC/DCRI) [C] [smartin@cc.nih.gov]; Cheung, Paul (NIH/NHGRI) [E] [paul.cheung@nih.gov]; Manheim, Marianne (NIH/NHLBI) [E] [marianne.manheim@nih.gov]; Woodson, Holly (NIH/OD/ORS) [E] [holly.woodson@nih.gov]; Chen, Eva (NIH/NIDDK) [E] [eva.chen@nih.gov]; Le, Vivian (NIH/NLM) [E] [lev1@mail.nlm.nih.gov]; French, Daniel (NIH/OD) [E] [frenchda@mail.nih.gov]; Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [susan.tucker@nih.gov]; Dickens, Jasse (NIH/NIMH) [E] [jasse.dickens@nih.gov]; LaBella, Shirley (NIH/OD) [E] [labellas@od.nih.gov]; Amarante, Rusinel (NIH/NIGMS) [E] [rusinel.amarante@nih.gov]; Yager, Kelly (NIH/NIDDK) [E] [kelly.yager@nih.gov]; Squiers, Chris (NIH/NIDA) [E] [squiersc@mail.nih.gov]; Jezioro, Maddie (NIH/NIA/ERP) [E] [maddie.jezioro@nih.gov]; Lansiquot, Boniface (NIH/NEI) [E] [boniface.lansiquot@nih.gov]; Ngo, Nam (NIH/NCATS) [E] [nam.ngo@nih.gov]; Smith, Marcia (NIH/FIC) [E] [smithm@fic16.fic.nih.gov]; Barreros, Tamara (NIH/OD/ORS) [E] [tamara.barreros@nih.gov]; Schaaf, Mark (NIH/NIDCR) [E] [mark.schaaf@nih.gov]; Yang, Amy (NIH/NIDCD) [E] [amy.yang@nih.gov]; Frimpong, Eno (NIH/OD) [E] [eno.frimpong@nih.gov]; Ratliff, Shaun (NIH/OD) [E] [shaun.ratliff@nih.gov]; Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [callwooa@mail.nih.gov]; Reter, Roy (NIH/NIEHS) [E] [reter@niehs.nih.gov]; Gheen, Valery (NIH/NHLBI) [E] [gheenv@mail.nih.gov]; Twilley, Ross (NIH/OD) [E] [ross.twilley@nih.gov]; Bartok, Lauren (NIH/NIAID) [E] [lauren.bartok@nih.gov]; Kennedy, Josephine (NIH/NCATS) [E] [josephine.kennedy@nih.gov]; Woo, Theodore (NIH/NCCIH) [E] [wootp@mail.nih.gov]; Albert, Roberta (NIH/NIBIB) [E] [roberta.albert@nih.gov]; Clary, David (NIH/NIAMS) [E] [david.clary@nih.gov]; Berry, Thomas (NIH/NIDCD) [E] [thomas.berry@nih.gov]; Albertini, Brian (NIH/NINR) [E] [albertib@mail.nih.gov]; Johnson, Shevon (NIH/NIEHS) [E] [shevon.johnson@nih.gov]; Green, Yolanda (NIH/NIMH) [E] [yolanda.green@nih.gov]; Cheema, Uzma (NIH/NIBIB) [E] [uzma.cheema@nih.gov]; Amar, Anna (NIH/OD) [E] [anna.amar@nih.gov]

Subject: NIH Privacy Coordinator Group (PCG) Meeting

Attachments: Untitled Attachment; Untitled Attachment; Untitled Attachment; Untitled Attachment; Untitled Attachment

Location: Microsoft Teams Meeting

Start: 3/24/2021 1:30:00 PM

End: 3/25/2021 3:00:00 PM

Show Time As: Free

Recurrence: Monthly
the fourth Wednesday of every 1 month(s) from 9:30 AM to 11:00 AM

Required Attendees: Close, Dustin (NIH/OD) [E]; NIH IC Privacy Coordinators

Optional Attendees: Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris

(NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Albert, Roberta (NIH/NIBIB) [E]; Clary, David (NIH/NIAMS) [E]; Berry, Thomas (NIH/NIDCD) [E]; Albertini, Brian (NIH/NINR) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Green, Yolanda (NIH/NIMH) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Amar, Anna (NIH/OD) [E]

The NIH Privacy Coordinator Group (PCG) Meeting is held the fourth Wednesday of every other month, 9:30am – 11:00am. The agenda and supporting materials will be attached.

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CC: Nair, Prema (NIH/CSR) [E] [b6] Cantilena, Barbara (NIH/NIBIB) [E] [b6] Cosme, Lillian (NIH/NIAMS) [E] [b6] Alves, Steve (NIH/OD) [E] [b6] Butler, Gloria (NIH/NHGRI) [E] [b6] Putney, Dvonte (NIH/NINDS) [E] [b6] Peterson, Trevor (NIH/NEI) [E] [b6] Folkers, Jonathan (NIH/NIAAA) [E] [b6] Dade-Vinson, Celeste (NIH/OD) [E] [b6] Brining, Sheryl (NIH/OD) [E] [b6] Cook, Karen (NIH/OD/ORS) [E] [b6] Milliard, Suzanne (NIH/NCI) [E] [b6] Cheung, Paul (NIH/NHGRI) [E] [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [rosayma.lopez-b6] Leahy, Timothy (NIH/OD) [E] [b6] Stabile, Regina (NIH/NIEHS) [E] [b6] Martin, Susan (NIH/CC/DCRI) [E] [b6] Manheim, Marianne (NIH/NHLBI) [E] [b6] Woodson, Holly (NIH/OD/ORS) [E] [b6] Chen, Eva (NIH/NIDDK) [E] [b6] Le, Vivian (NIH/NLM) [E] [lev1-b6] French, Daniel (NIH/OD) [E] [b6] Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [b6] Dickens, Jasse (NIH/NIMH) [E] [b6] LaBella, Shirley (NIH/OD) [E] [b6] Woo, Theodore (NIH/NCCIH) [E] [b6] Kennedy, Josephine (NIH/NCATS) [E] [b6] Bartok, Lauren (NIH/NIAID) [E] [b6] Twilley, Ross (NIH/OD) [E] [b6] Gheen, Valery (NIH/NHLBI) [E] [b6] Reter, Roy (NIH/NIEHS) [E] [b6] Callwood, Aubrey (NIH/NICHD) [E] [b6] Ratliff, Shaun (NIH/OD) [E] [b6] Frimpong, Eno (NIH/OD) [E] [b6] Yang, Amy (NIH/NIDCD) [E] [b6] Schaaf, Mark (NIH/NIDCR) [E] [b6] Barreros, Tamara (NIH/OD/ORS) [E] [b6] Smith, Marcia (NIH/FIC) [E] [smithm-b6] Ngo, Nam (NIH/NCATS) [E] [b6] Lansiquot, Boniface (NIH/NEI) [E] [b6] Jezioro, Maddie (NIH/NIA/ERP) [E] [b6] Squiers, Chris (NIH/NIDA) [E] [b6] Yager, Kelly (NIH/NIDDK) [E] [b6] Amarante, Rusinel (NIH/NIGMS) [E] [b6] Nair, Prema (NIH/CSR) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e248fc54a660499492748c80fb2f125c-nairpg]; Cantilena, Barbara (NIH/NIBIB) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=9502efaa74cd459db80025132eda47cb-cantileb]; Cosme, Lillian (NIH/NIAMS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7d6a9ba65b7e4e6fb59b74469a9131fb-cosmei]; Alves, Steve (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8f567253a5f24a2dbcbcd0c2f37ebff5-alvess]; Butler, Gloria (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=11fc9be6224c4ad182dd7598ba73fb9f-gloriab]; Putney, Dvonte (NIH/NINDS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=06d7b61f8bba4b0f8097916b7c4cf418-putneydm]; Peterson, Trevor (NIH/NEI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=442290b4949b4dd68174291cea7d6365-petersot]; Folkers, Jonathan (NIH/NIAAA) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7cebe4d17ca142a18f129a6e10608bd6-jfolkers]; Dade-Vinson, Celeste (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=5d2e8e7feb7f47e0ad93af789e7cd15b-dadecele]; Brining, Sheryl (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=81468af5fe924e21a9c564a87bb2d3e8-brinings]; Cook, Karen (NIH/OD/ORS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0c4f7702dfb04b2da65f922cd21c4de7-cookk]; Milliard, Suzanne (NIH/NCI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=da97451639ef4029beec7c88f82025ed-milliaris]; Cheung, Paul (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=155d366d49d44a22a6a68215635935a7-cheungp]; Lopez-Ramirez, Rosayma (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7a3bce4b96814aef89a926c45ec3559c-lopezramire]; Leahy, Timothy (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group

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Attachments: NIH PCG Meeting Agenda_3-25-2021.docx; MC1745-1 - Export.pdf

Start: 3/24/2021 1:30:00 PM
End: 3/24/2021 3:00:00 PM
Show Time As: Free

Recurrence: (none)

Required Attendees: NIH IC Privacy Coordinators

Optional Attendees: Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Cheung, Paul (NIH/NHGRI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Sharlip, David (NIH/NLM) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Dasti, Mannan (NIH/NIMH) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Ratliff, Shaun (NIH/OD) [E]; Reter, Roy (NIH/NIEHS) [E]; Amar, Anna (NIH/OD) [E]

The NIH Privacy Coordinator Group (PCG) Meeting is held the fourth Wednesday of every other month, 9:30am – 11:00am. The meeting agenda and supporting materials are attached.

Thanks!
Dustin

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Office of the Senior Official for Privacy (OSOP)

Privacy Coordinator Group (PCG) Meeting Agenda

DATE	March 25, 2021	LOCATION	Microsoft Teams
TIME	9:30am – 11:00am	FACILITATOR	Dustin Close, NIH Privacy Program Lead

30 mins	PCG Teams Site Demo, Q&A, and Open Discussion	<i>Dustin Close</i>
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15 mins	Privacy Act Applicability Memos and PIA Requirements	<i>Dan French</i>
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30 mins	Third Party Websites and Applications Process	<i>Dustin Close</i>
	- OMB M-10-23, Guidance for Agency Use of Third-Party Websites and Applications – Open Government - Processes and Procedures (MC 1745-1) – Who are the stakeholders? - How are ICOs handling these requests?	

15 mins	SOP Update	<i>Celeste Dade-Vinson</i>
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15 mins	PCG Open Forum	<i>Participants</i>
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NIH Policy Manual

1745-1 - NIH Privacy Impact Assessments

Issuing Office: OD/OM/OMA, OD/OCIO **Phone:** (301) 496-2832

Release Date: 2/03/2021 ?

Transmittal Notice

1. **Explanation of Material Transmitted:** This manual chapter outlines responsibilities for complying with the National Institutes of Health (NIH) policy on conducting privacy impact assessments (PIA) on all Information Technology (IT) Systems and Third-Party Websites and Applications (TPWAs) owned, operated, or controlled by NIH, in addition to those set forth by the Department of Health and Human Services (HHS), Titles II and III of the E-Government Act of 2002, and Office of Management and Budget (OMB) guidance. This policy also applies to NIH IT Systems and uses of TPWAs that are developed, operated and/or maintained on behalf of NIH by contract personnel. This revision updates terms, organizations, and hyperlinks.
2. **Filing Instructions:**
 - **Remove:** NIH Manual 1745-1, dated 06/13/2014.
 - **Insert:** NIH Manual 1745-1, dated 02/03/2021.
3. **PLEASE NOTE:**
 - For information on the Privacy Act of 1974 as amended, OMB and HHS guidance related to privacy, and the privacy mandates contained in the E-Government Act of 2002 and Federal Information Security Modernization Act of 2014 (FISMA), contact the NIH Senior Official for Privacy (SOP), Division of Compliance Management (DCM), Office of Management Assessment (OMA), Office of Management (OM), Office of the Director (OD) at (301) 496- 4606 or via email at: privacy@mail.nih.gov.
 - For information on the content of this chapter and additional privacy resources, visit the Website of the NIH Office of the Senior Official for Privacy (OSOP) at: <https://oma.od.nih.gov/DMS/Pages/Privacy-Program.aspx>.
 - For information on the NIH Policy Manual, contact the Division of Compliance Management (DCM), OMA at (301) 496-4606 or enter the URL: <https://oma.od.nih.gov/DMS/Pages/Manual- Chapters.aspx>.

A. Purpose

This manual chapter establishes policies and procedures based upon requirements and guidance set forth by the Federal Government, OMB, and HHS to conduct privacy impact assessments (PIAs) for all IT Systems, and uses of Third-Party Websites and Applications (TPWAs) owned or operated by the NIH Institutes, Centers, and Offices (ICO), or contractors working on behalf of the agency.

B. Scope

Privacy impact assessments (PIAs) provide a documented process to identify and protect personally identifiable information (PII) throughout the information lifecycle belonging to NIH staff, patients, public citizens, business partners and associates, vendors and contractors. They ensure that the government has considered necessary safeguards for PII that is passed through, collected, maintained, or disseminated in its IT Systems and uses of TPWAs.

C. Policy

1. A PIA or, at a minimum, a Privacy Threshold Analysis (PTA) is required to be conducted on all IT Systems, and each use of a TPWA, whether in existence, under development, or undergoing modification, as defined by the E-Government Act of 2002, OMB guidance, HHS policy and supporting guidance. The results of the PTA may require that a full PIA be conducted.
2. NIH ICOs must update PIAs for IT Systems and uses of TPWAs that undergo a major change, as defined in OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*.
3. A PIA is a living document that must be updated in conjunction with a Security Assessment and Authorization (SA&A) package. All IT System PIAs must also be updated when a **major change** occurs within the IT System (see list of "Major Changes" under section F. Definitions).
4. Reviews of IT System and TPWA PIAs must be completed when changes create new privacy risks, when new elements of PII are added to the system or the TPWA, and/or every three (3) years absent a major change.
5. All PII collected on an individual must be the minimum amount necessary and must be kept up to date. A privacy policy and notice regarding the usage of PII must be clearly displayed on the IT System and TPWA Websites or provided in writing prior to the collection of PII.
6. Individuals whose PII is maintained within the IT System or TPWA must receive notification when a major change occurs to the IT System or to the use of a TPWA that may potentially affect their PII and how it is used.
7. All personnel using/operating IT Systems and TPWAs must be trained, educated, and made aware of their responsibilities for protecting any PII stored. All NIH staff (employees and contractors) must complete mandatory, annual training on NIH

Information Security and Information Management Training found at:
<http://irtsectraining.nih.gov>.

8. All portions of the PIA must be completed on the appropriate PIA form and submitted via the current PIA reporting tool for internal review and approval by the NIH Senior Official for Privacy (SOP).
9. All IT System and TPWA PIAs must be submitted through appropriate ICO channels, to the NIH SOP upon completion. The NIH SOP will submit them to HHS for review. The *Third-Party Website and Applications Checklist* (see Appendix A) must be completed prior to implementing and using a TPWA. A summary of the PIA will be made publicly available on the HHS PIA Website at: <http://www.hhs.gov/pia/>.
10. All IT Systems and uses of TPWAs subject to the Privacy Act must cite an appropriate Privacy Act System of Records Notice (SORN). The SORN is published in the Federal Register to inform the public what information is collected, how it is used, how individuals may gain access to information about themselves, and other specific details.
11. All new and updated IT Systems and uses of TPWAs that collect, maintain, and/or disseminate PII must:
 - a. Have policies in place about the collection, retention, and destruction of PII; and,
 - b. Include a complaint process for individuals who believe their PII has been used inappropriately or is inaccurate.

D. Responsibilities

PIAs provide a documented process to identify and protect PII belonging to NIH staff, patients, public citizens, business partners and associates (Federal, state, local agencies), vendors, suppliers and contractors. They ensure that the government has considered necessary safeguards for PII that is passed through, collected, maintained, or disseminated in its IT Systems and authorized TPWAs. Personnel identified as leads responsible for assisting in the completion and/or review process of PIAs include:

1. HHS Senior Agency Official for Privacy (SAOP)

- a. Ensures there is an HHS framework to facilitate the development and maintenance of PIAs;
- b. Reviews and approves Operating Division (OpDiv) and Staff Division (StaffDiv) PIAs prior to posting them to the HHS.gov website for public review;
- c. Coordinates policy with Departmental privacy points of contact (POC);
- d. Establishes Departmental PIA policy and procedures; and
- e. Manages the development and submission of the Federal Information Security Modernization Act (FISMA) Privacy Management Report.

2. NIH Senior Official for Privacy (SOP)

- a. Establishes an NIH policy framework to facilitate the development and maintenance of PIAs;
- b. Ensures that NIH staff comply with this policy;

- c. Ensures the oversight of this policy is carried out through a coordinated effort between OMA and the NIH Office of the Chief Information Officer (OCIO);
- d. Coordinates training for ICO Privacy Coordinators (ICOPCs) and other key stakeholders on how to conduct PIA reviews and their requirements;
- e. Reviews completed PIAs and attests that they are completed accurately;
- f. Processes and stores PIAs in the current reporting tool;
- g. Submits PIAs to the Department and seeks revisions from the NIH PIA author with assistance from the ICOPC if errors are found;
- h. Supports the HHS SAOP in FISMA and ad hoc privacy reporting activities; and,
- i. Makes recommendations to senior level officials with budgetary authority to allocate proper resources to mitigate privacy weaknesses found in IT Systems and uses of TPWAs, as documented in their corresponding PIAs.

3. NIH Privacy Act (PA) Officer

- a. Serves as the NIH point of contact for issues related to the Privacy Act;
- b. Communicates and collaborates with ICOPCs regarding the awareness of privacy laws, regulations, and issues within NIH; and,
- c. Collaborates with ICOPCs to conduct information training sessions for IT System and TPWA Owners/Managers regarding new legislation and procedures relating to the Privacy Act, E-Government Act, and FISMA.

4. NIH Chief Information Security Officer (CISO)

- a. Ensures that oversight of this policy is carried out through a coordinated effort between the OCIO and OMA;
- b. Provides oversight for the security controls necessary to support NIH privacy requirements;
- c. Ensures that all NIH Security Assessment and Authorization (SA&A) packages include updated and completed PIAs;
- d. Maintains the NIH Security Authorization Tool (NSAT) where PIAs are processed and stored;
- e. Collaborates with the NIH SOP to generate the annual and/or quarterly FISMA and Agency Privacy Management Report submissions to HHS; and,
- f. Facilitates reporting of privacy and security requirements to HHS and HHS Office of the Inspector General (OIG) auditors.

5. ICO Communications Director and Webmaster

- a. Coordinates with the ICOPC to determine uses of TPWAs that are subject to OMB Memorandum M-10-22, *Guidance for Online Use of Web Measurement and Customization Technologies*, and OMB Memorandum M-10-23, *Guidance for Agency Use of Third-Party Websites and Applications*, HHS policy and implementing guidance, and any subsequent federal law or guidance that impacts OMB guidance; and,
- b. Works with the NIH SOP to develop and review PIAs for uses of TPWAs in accordance with OMB guidance and HHS policy.

6. ICO Privacy Coordinator (ICOPC)

- a. Coordinates completion, review, and approval of PIAs within each ICO;
- b. Tracks and monitors the PIA requirements and reporting progress for the ICO;
- c. Responds to IT System and TPWA Owner/Manager inquiries regarding privacy related federal legislation and guidance, HHS and NIH policy and guidance; and,
- d. Completes the final review of a PIA before approval by the NIH SOP.

7. ICO Information Systems Security Officer (ISSO)

- a. Assists the ICOPC, IT System and TPWA Owner/Manager with the completion of PIAs by answering any questions pertaining to security; and,
- b. Provides guidance and support to ICOs to implement IT security controls that enhance privacy compliance.

8. ICO IT System and/or TPWA Owner/Manager

- a. Serves as a PIA author or identifies staff within the ICO with sufficient knowledge of the IT System or use of a TPWA in order to complete the PIA;
- b. Maintains responsibility for ensuring compliance with the PIA policy for IT Systems and uses of TPWAs under their responsibility within the ICO;
- c. Serves as a POC for specific IT Systems or uses of TPWAs to whom PIA questions may be directed;
- d. Refers complex PIA questions and privacy issues to the ICOPC as appropriate;
- e. Refers complex SA&A questions and security control issues to the ICO ISSO;
- f. Responds to inquiries regarding the function, content, and disclosure practices of IT Systems and uses of TPWAs;
- g. Coordinates with ICOPC to maintain accuracy of information contained in the PIAs in the current PIA reporting tool;
- h. Coordinates with appropriate NIH privacy, security and other key stakeholders such as the ICO Paperwork Reduction Act (PRA) Liaison, Records Liaison, Communications Director, and/or Webmaster, to complete PIAs;
- i. Notifies the ICOPC or ISSO of a new use of an IT System, TPWA or if a major change occurs that may potentially affect PII and how it is used;
- j. Identifies any additional resources needed to complete PIAs; and,
- k. Updates NIH management on the progress of PIA completion.

E. References

Laws:

- 1. Privacy Act of 1974, (5 U.S.C. 552a, as amended) (Public Law 93-579) (December 31, 1974): <https://www.justice.gov/opcl/privacy-act-1974>
- 2. Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501) (Public Law 104-13) (May 22, 1995): <http://www.reginfo.gov/public/reginfo/prs.pdf>

3. Children's Online Privacy Protection Act (COPPA) of 1998, (15 U.S.C. 6501) (Public Law 105- 277) (October 21, 1998): <http://www.ftc.gov/ogc/coppa1.htm>
4. Clinger-Cohen Act of 1996, (40 U.S.C. Section 1401) (Public Law 104-106) (February 10, 1996) (also known as the Information Technology Management Reform Act): <http://www.fismacenter.com/Clinger%20Cohen.pdf>
5. Computer Security Act of 1987, (15 U.S.C. Chapter 7, 40 U.S.C. Section 1441) (Public Law 100- 235) (January 8, 1988): <https://www.gpo.gov/fdsys/pkg/STATUTE-101/pdf/STATUTE-101-Pg1724.pdf>
6. E-Government Act of 2002 (E-GOV) Section 208, (44 U.S.C. Chapter 36) (Public Law 107-347 Title II) (December 17, 2002): <https://www.gpo.gov/fdsys/pkg/PLAW-107publ347/pdf/PLAW-107publ347.pdf>
7. Federal Information Security Modernization Act (FISMA) of 2014: Pub. L. 113-283, 128Stat. 3073 (Dec. 18, 2014) (primarily codified at 44 U.S.C. chapter 35, subchapter 11), *available at* <https://www.govinfo.gov/content/pkg/PLAW-113publ283/pdf/PLAW-113publ283.pdf>

National Institute of Standards and Technology (NIST) Guidance:

1. NIST SP 800-53 Rev 4, Security and Privacy Controls for Federal Information Systems and Organizations (April 2013): <https://csrc.nist.gov/publications/detail/sp/800-53/rev-4/final>
2. NIST SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII) (April 2010): <https://csrc.nist.gov/publications/detail/sp/800-122/final>

Office of Management and Budget Guidance:

OMB Circulars:

1. Office of Management and Budget Circular A-11, Information Technology and E-Government: http://www.obamawhitehouse.gov/sites/default/files/omb/assets/a11_current_year/s300.pdf
2. OMB Circular A-130, Management of Federal Information Resources (July 28, 2016): <https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/OMB/circulars/a130/a130revised.pdf>

OMB Memoranda:

1. M-03-22, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002 (September 30, 2003): <https://www.whitehouse.gov/wp-content/uploads/2017/11/203-M-03-22-OMB-Guidance-for-Implementing-the-Privacy-Provisions-of-the-E-Government-Act-of-2002-1.pdf>
2. M-06-15, Safeguarding Personally Identifiable Information (May 22, 2006): <https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2006/m-06-15.pdf>
3. M-06-16, Protection of Sensitive Agency Information (June 23, 2006): <https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2006/m06-16.pdf>

- pdf
4. M-10-22, Guidance for Online Use of Web Measurement and Customization Technologies (June 25, 2010):
https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/memoranda_2010/m10-22.pdf
 5. M-10-23, Guidance for Agency Use of Third-Party Websites and Applications (June 25, 2010):
http://www.obamawhitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-23.pdf
 6. M-17-12, Preparing for and Responding to a Breach of Personally Identifiable Information (January 3, 2017):
https://obamawhitehouse.archives.gov/sites/default/files/omb/memoranda/2017/m-17-12_0.pdf

HHS Privacy Policy and Guidance:

1. HHS-OCIO Policy for Information Systems Security and Privacy (IS2P):
<https://intranet.hhs.gov/technical-support/cybersecurity/policies-standards-memoranda-guides/policies>
2. HHS-OCIO Policy for Privacy Impact Assessment (PIA):
<https://www.hhs.gov/web/governance/digital-strategy/it-policy-archive/policy-for-privacy-impact-assessments.html>
3. HHS Rules of Behavior for Use of HHS Information Resources:
<http://www.hhs.gov/ocio/policy/hhs-rob.html>

NIH Policy, Provisions and Guidelines:

1. NIH Manual Chapter 1743, Managing Federal Records:
<https://policymanual.nih.gov/1743>
2. NIH Manual Chapter 1745, NIH Information Technology (IT) Privacy Program:
<https://policymanual.nih.gov/1745>
3. 1745-2, NIH Privacy and Security Incident and Breach Response Policy:
<https://policymanual.nih.gov/1745-2>
4. NIH Manual Chapter 1825, Information Collection from the Public:
<https://policymanual.nih.gov/1825>
5. NIH Manual Chapter 2804, NIH Public-facing Web Management:
<https://policymanual.nih.gov/2804>
6. NIH Manual Chapter 2805, NIH Web Privacy Policy:
<https://policymanual.nih.gov/2805>
7. NIH Information Security Policy Handbook:
<https://ocio.nih.gov/InfoSecurity/Policy/Pages/default.aspx>

F. Definitions

1. **Awareness, Training, and Education:** Includes (1) awareness programs that engage changing organizational attitudes towards promoting the importance of privacy and the

adverse consequences of its failure; (2) training to identify, develop, and improve the skills that enable staff to perform their jobs more effectively; and (3) education programs targeted for privacy professionals (defined in NIST SP 800-12, *An Introduction to Computer Security: The NIST Handbook*).

2. **E-Government Act of 2002:** Title II of the E-Government Act of 2002 requires federal agencies to conduct PIAs before developing or procuring IT Systems that collect, maintain, or disseminate PII. Once completed, the agency's Chief Information Officer (CIO), or an equivalent official, must review the Privacy Impact Assessments (PIAs). Additional requirements include making PIAs publicly accessible and posting a machine-readable privacy notice on publicly facing Websites [defined in the HHS Cybersecurity Program's guidance entitled, *Standard Operating Procedures for Completing a Privacy Impact Assessment*, and in the *E-Government Act of 2002* Section 208, (44 U.S.C. Chapter 36) (Public Law 107-347 Title II) (December 17, 2002)].
3. **Federal Information Security Modernization Act (FISMA) of 2014:** Amends the Federal Information Security Management Act of 2002 (FISMA) and provides several modifications that modernize Federal security practices to address evolving security concerns. These changes result in less overall reporting, strengthen the use of continuous monitoring in systems, increase focus on the agencies for compliance, and lead to reporting that is more focused on the issues caused by security incidents (defined in 44 U.S.C. § 3552).
4. **Information Technology (IT):** Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an executive agency. Equipment is considered used by an executive agency if used directly or used by a contractor under a contract with the executive agency, which: (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources (defined in 40 U.S.C., Section 5002, the *Clinger-Cohen Act of 1996*).
5. **IT System:** A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (defined in NIST Special Publication 800-53, Revision 4, entitled *Security and Privacy Controls for Federal Information Systems and Organizations*).
6. **Major Change:** Any change that is made to the IT System environment or operation of the system. PIAs should be conducted following any major change, including, but not limited to:
 - Conversions: A conversion from paper-based methods to electronic systems.
 - Anonymous to Non-Anonymous: When the system's function, as applied to an existing information collection, changes anonymous information into PII.
 - Significant System Management Changes: When new uses of an existing IT System, including application of new technologies, significantly change the

process of managing PII in the system.

- Significant Merging: When agencies adopt or alter business processes so that government databases holding PII are merged, centralized, matched with other databases, or otherwise significantly manipulated.
- New Public Access: When user-authenticating technology (e.g., password, digital certificate, biometric) is newly applied to an electronic information system, which can be accessed by the public.
- Commercial Sources: When PII is obtained from commercial or public sources and is systematically integrated into the existing information system database.
- New Interagency Uses: When agencies work together on shared functions involving significant new uses or exchanges of PII.
- Internal Flow or Collection: When alteration of a business process results in significant new uses or disclosures of information or incorporation into the system of additional PII; and,
- Alteration in Character of Data: When new PII added to a collection raises the risk to personal privacy, such as the addition of health or privacy information.
- (Defined in OMB Memorandum M-03-22, *Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).

7. **Personally Identifiable Information (PII):** Information that can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, user login, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and/or place of birth, mother's maiden name, etc. (defined in OMB Memorandum M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information*).
8. **Privacy Act Record:** Any item, collection, or group of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and contains a name, identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph (defined in the Privacy Act of 1974).
9. **Privacy Act System of Records Notice (SORN):** All systems with Privacy Act information contained within them are required to publish a "Records Notice" in the Federal Register that informs the public what information is contained in the system, how it is used, how individuals may gain access to information about themselves, and other specific aspects of the system (defined in the OMB Circular A-108, *Federal Agency Responsibilities for Review, Reporting, and Publication under the Privacy Act*).
10. **Privacy Impact Assessment (PIA):** An analysis of how information is handled: (i) to ensure it conforms to applicable legal, regulatory, and policy requirements regarding privacy, (ii) to determine the risks and effects of collecting, maintaining and disseminating information in identifiable form in an electronic information system, and (iii) to examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks. A privacy impact assessment is both an analysis and a formal document detailing the process and the outcome of the analysis (defined in OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).

11. **Privacy Notice:** A brief description of how the agency's privacy policy will apply in a specific situation. Serve to notify individuals before they engage with an agency, Website or application where they make their PII available to the agency (defined in OMB Memorandum M-99-18, *Privacy Policies on Federal Web Sites* and OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).
12. **Privacy Policy:** A consolidated explanation of the agency's general privacy-related practices that pertain to its official Website and its other online activities. Federal agencies must protect an individual's right to privacy when they collect personal information. This is required by the Privacy Act, 5 U.S.C. 552a, and OMB Circular No. A-130, *Management of Federal Information Resources*.
13. **Privacy Policy in Standardized Machine-Readable Format:** Means a statement about site privacy practices written in a standard computer language (not English text) that can be read automatically by a web browser. (defined in OMB Memorandum M-99-18, *Privacy Policies on Federal Web Sites* and OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).
14. **Privacy Threshold Analysis (PTA):** A basic privacy analysis to determine whether or not an entity reaches the threshold that requires a full PIA to be completed.
15. **Senior Agency Official for Privacy (SAOP):** An individual selected by the Department to have agency-wide oversight in implementing and ensuring compliance with privacy legislation (defined in OMB Memorandum M-16-24, *Role and Designation of Senior Agency Officials for Privacy*).
16. **System of Records:** A group of records under the control of any agency where information is retrieved by the name of the individual, by some identifying number or symbol, or by other identifiers assigned to the individual [defined in the HHS Cybersecurity Program document entitled *Standard Operating Procedures for Completing a Privacy Impact Assessment (PIA) Guide*].
17. **Third-Party Websites and Applications (TPWA):** Web-based technologies that involve significant participation of a nongovernment entity. Often these technologies are located on a ".com" website or other location that is not part of an official government domain. However, TPWAs can also be embedded or incorporated on an agency's official website (defined in OMB Memorandum M-10-23, *Guidance for Agency Use of Third-Party Websites and Applications*).
18. **Website:** A collection of interlinked electronic pages (on either Internet or intranet sites) with a related topic, usually under a single domain name, which includes an intended starting file called a "home page." From the home page, access is gained to all the other pages on the Website (defined in the HHS Cybersecurity Program document entitled *Standard Operating Procedures for Completing a Privacy Impact Assessment (PIA) Guide*).

Appendix A: Third-Party Websites and Applications (TPWA) Checklist

Purpose

The purpose of this checklist is to provide guidance on identification of appropriate Third-Party Websites and Applications (TPWA). TPWAs are used to engage openly with the public where they offer new tools that will help people to connect with their government, promoting the goals of transparency, participation, and collaboration.

Roles and Responsibilities

1. ICO Privacy Coordinator (ICOPC): Responsible for identifying the necessary staff to complete the TPWA Privacy Impact Assessment (PIA). Individuals that complete the TPWA PIA are referred to as PIA Authors. PIA Authors should possess the knowledge and ability to understand all the issues raised by the TPWA PIA.
2. ICO Information Systems Security Officer (ISSO): Has sufficient understanding of the Department's information technology (IT) management procedures. Examples of roles that may be chosen to serve as the PIA Author include program manager, Web managers, or communications personnel.
3. Stakeholders: Employee(s) driving this request.
4. ICO or OD Communications Director: Determine the appropriate strategy and tools for your audience and mission and to obtain any required ICO approval(s) to use social and new media.
5. Office for the Senior Official for Privacy (OSOP): Collaborates, reviews and promotes the TPWA PIA to HHS for final approval.
6. Office of the Chief Information Officer / Information Security and Awareness Office (OCIO ISAO): Reviews TPWA submission to verify validity.

Process

1. Identify need.
2. Identify internal resources which can meet the need.
3. If internal resources are not available, identify TPWAs that can meet the need.
4. Determine whether the TPWA has a prior approval for use at NIH or HHS.
5. If the TPWA selected does not have a prior approval you must:
 - a. Evaluate the security of the tool and what risks its use pose to NIH and the public.
 - b. Determine whether the Terms of Service are acceptable to NIH.
 - c. Determine whether the TPWA can support official agency branding and obtain guidance on how to use NIH or ICO branding properly.
 - d. Determine whether the TPWA supports Section 508 Accessibility Compliance.
 - e. Ensure the TPWA is configured securely to protect NIH activities.
 - f. Ensure the TPWA is configured and used in ways that protect the public's privacy
 - g. Create a TPWA PIA and publish it

TPWAs and Terms of Service

Check the following sites to see if a TPWA has been approved:

- Government Services Administration ([GSA](#)) [Third-Party Websites and Applications with Signed Terms of Service](#).
- [HHS Terms of Service \(TOS\)](#) agreement for TPWAs provides a list of official government use social media tools that are offered to the agency.
- Contact the Assistant Secretary for Public Affairs (ASPA) Digital at digital@hhs.gov if you are interested in a tool that is not on the list and that you would recommend they should pursue.
- You may contact the [Office of the General Counsel, Public Health Division, NIH Branch](#) if you have questions about whether your ICO can agree to the terms and conditions of the Third-Party website or Application (TPWA) and/or the licensing agreement supplied by the vendor.
- [NIH Approved Umbrella TPWAs](#)

IT Security

- ☐ Read the [NIH IT General Rules of Behavior](#) to be aware of how users of NIH IT are responsible for information security and are held accountable for their actions.
- ☐ Read Office of Management and Budget ([OMB](#)) [M-10-23, Guidance for Agency Use of Third- Party Websites and Applications](#)
- ☐ Read [HHS Policy for Personal Use of Information Technology Resources](#) for policy and other information on how NIH IT resources may or may not be used.
- ☐ Contact your ICO or OD [Information Systems Security Officer \(ISSO\)](#) to determine appropriate IT security practices and whether the technology meets applicable security standards

Official Agency Sources of Information, Branding, and Copyrighted Content

The TPWA must be appropriately identified as an official agency communications channel to distinguish its activities from those of non-governmental actors. The TPWA account must clearly indicate that it is an official government account.

- ☐ Contact the [NIH Office of Communications and Public Liaison \(OCPL\)](#) to obtain permission to use trademarked images and logos.
- ☐ Read [NIH Manual Chapter 1186, Use of NIH Names and Logos](#).
- ☐ All ICOs shall include a link to their program specific website content.
- ☐ Use official NIH graphics that clearly identifies your program's ownership or sponsorship as a government entity.

Accessibility

- ☐ Ensure content posted or produced through the use of new technologies is accessible to people with disabilities and in compliance with Section 508 of the Rehabilitation Act of 1973; see for [Section 508](#) for current policy and standards, guidance and other information.
- ☐ Contact your [ICO Section 508 Coordinator](#) or the NIH OCIO [Section 508 Team](#) with questions or assistance on compliance.

Information Collection from the Public

- ☐ Read [Information Collection under the Paperwork Reduction Act \(PRA\)](#) to determine if the uses of social media and web-based interactive technologies are information collections subject to the PRA and require approval from the Office of Management and Budget.
- ☐ Read [NIH Manual Chapter 1825, Information Collection from the Public](#) for a description of NIH policies and procedures governing the collection of information from the public.
- ☐ Contact the NIH [Project Clearance Branch](#) to determine appropriate clearance functions concerning public information activities (i.e., regulations, survey interviews, customer satisfaction surveys, website questionnaires and epidemiology research).

Do not solicit formal or informal consensus advice from the public using web technologies.

Protecting Privacy

Create External Alert

- If the public navigates to the TPWA via an external hyperlink, your ICO must implement an alert to notify the public that they are being directed to a non-governmental website.
- ☐ When necessary, update the Operating Division (OPDIV) Privacy Policy and [Machine-Readable Privacy Policy](#) to describe the use of a TPWA.
- The term “Privacy Policy” refers to a single, centrally located statement of the Website’s privacy standards and processes, which is accessible from the official homepage of the ICO. It is a consolidated explanation of the general privacy-related practices that pertain to the official Website and other online activities. It must be updated to include required information about the use of the TPWA.
- ☐ Post a *Privacy Notice* when feasible.
- A “Privacy Notice” is a brief description of how the privacy policy will apply in a specific situation. *It should be conspicuous, salient, clearly labeled, written in plain language, and prominently displayed at all locations where the public might make PII*

available to NIH. Due to technical limitations, the use of some TPWAs may make it difficult to post a privacy notice (i.e., Twitter's character limitation). When feasible, the ICO should make every effort to ensure that a privacy notice is posted.

- ☐ Ensure the TPWA has a signed Terms of Service. This applies to no-cost (free) tools only.
- ☐ Read OMB Memorandum 10-22 and 10-23, Guidance for Agency Use of Third-Party websites and Applications to determine the steps necessary to protect individual privacy when using TPWAs to engage with the public.
- ☐ Read NIH Manual Chapter 2805, NIH Web Privacy Policy for additional guidance to determine the policy and procedures for ensuring the privacy and protection of personal information maintained and disseminated via NIH websites.

Use a Tier 3 Web Technologies*

- ☐ Read OMB Memorandum 10-22, Guidance for Online Use of Web Measurement and Customization Technologies to determine the requirements for agency use of web measurement and customization technologies.

* Tier 3 refers to any use of a multi-session Web measurement and customization technology when PII is collected (including when the agency is able to identify an individual as a result of its use). Web measurement and customization technologies that fall into the Tier 3 category are referred to as "a Tier 3 multi-session technology."

Record Keeping/Records Retention

- ☐ Contact your ICO Records Liaison to determine appropriate records schedule and records management practices.

Comments and Moderating

- ☐ Determine and document a process to moderate (review and clear) comments. Use the NIH Comment Guidelines whenever possible.
- ☐ Clearly link to or display a comment policy if you will allow the public to make PII available to the agency (e.g., "friending," "following," "liking," joining a "group," becoming a "fan," and comparable functions).

Linking, Liking, following and Endorsement

- ☐ Ensure web pages containing links to external web pages not located on the NIH network provide a statement adjacent to the link or a "pop-up" disclaimer that explains that visitors are being directed to an external, government or non-government website that may have different privacy policies from those of the NIH official website.

- ☐ Determine what entities are appropriate to link/like/follow/endorse from your account.

Create the TPWA PIA

- ☐ Create the TPWA PIA using the HHS TPWA PIA Form
- ☐ Submit completed TPWA PIA to the NIH Privacy Office. Once completed by all ICO parties, forward to privacy@mail.nih.gov for OSOP and OCIO ISAO concurrent review. Upon NIH Privacy Office and OCIO ISAO approval, Privacy will submit the PIA to HHS for final approval.
- ☐ Store signed TPWA PIAs at the ICO level. Once HHS approved, Privacy will forward a signed copy to the ICO and add it to the TPWA inventory on the Privacy SharePoint site.

Maintain the TPWAs PIA

- ☐ Review yearly. In addition to maintaining an approved copy of the TPWA PIA, ICO must review PIAs annually to ensure the PIAs comply with current privacy practices and reflects the current agency practices.

How to determine if a website/application qualifies as a TPWA – take the “litmus test”:

1. Is the Website or application part of an authorized law enforcement, national security, or intelligence activity?
 - a. Yes? Other privacy laws will apply to the information collection. Therefore, you do not need to complete a TPWA PIA.
 - b. No? Continue to Question 2.

1. Is the Website or application intended to be used for internal HHS/OPDIV activities only?
 - a. Yes? You do not need to complete a TPWA PIA.
 - b. No? Continue to Question 3.

1. Does HHS/OPDIV own or have contractual control of the operation or maintenance of the Website or application?
 - a. Yes? You do not need to complete a TPWA PIA. However, you must ensure an IT System PIA was conducted previously on the Website or application (e.g., network, server or database).

b. No? Continue to Question 4.

1. Does another Federal department or agency own or have contractual control of the operation or maintenance of the Website or application?

a. Yes? You do not need to complete a TPWA PIA.

b. No? Continue to Question 5.

1. Is the Website or application intended to involve members of the public?

a. Yes? You need to complete a TPWA PIA. Please collaborate with key stakeholders within your OPDIV, as needed.

b. No? Continue to Question 6.

1. Was the Website or application designed for the purpose of implementing the Open Government Directive principles of transparency, participation and/or collaboration?

a. Yes? You need to complete a TPWA PIA. Please collaborate with key stakeholders within your OPDIV, as needed.

b. No? It is not a TPWA. Stop here.

The "litmus test" may suggest it's not a TPWA, however, you should always check with your ISSO/OCIO for further evaluation. It may be an internal tool that should still be assessed or could require inclusion to an organization's IT inventory.

References

Office of Management and Budget (OMB) Memorandum (M)10-23, Guidance for Agency Use of Third- Party Websites and Applications, allows the use of TPWAs in support of Open Government principles. [NIH Privacy Web site](#)

[NIH Security Authorization Tool \(NSAT\)](#) [NIH Social Media Guidelines](#)

[HHS Third-Party Websites and Applications with signed Terms of Service](#) [HHS TPWA Standard Operating Procedures \(SOP\)](#)

[HHS TPWA PTA PIA Form](#)

To: Close, Dustin (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fa781eba5bed46ebbe496f3a13b1883c-closedb]; NIH IC Privacy Coordinators [NIHICPrivacyCoordinators@mail.nih.gov]

CC: Lopez-Ramirez, Rosayma (NIH/OD) [E] [rosayma.lopez-ramirez@nih.gov]; Leahy, Timothy (NIH/OD) [E] [leahyt@od.nih.gov]; Stabile, Regina (NIH/NIEHS) [E] [regina.stabile@nih.gov]; Martin, Susan (NIH/CC/DCRI) [E] [smartin@cc.nih.gov]; Cheung, Paul (NIH/NHGRI) [E] [paul.cheung@nih.gov]; Manheim, Marianne (NIH/NHLBI) [E] [marianne.manheim@nih.gov]; Woodson, Holly (NIH/OD/ORS) [E] [holly.woodson@nih.gov]; Chen, Eva (NIH/NIDDK) [E] [eva.chen@nih.gov]; Le, Vivian (NIH/NLM) [E] [lev1@mail.nlm.nih.gov]; French, Daniel (NIH/OD) [E] [frenchda@mail.nih.gov]; Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [susan.tucker@nih.gov]; Dickens, Jasse (NIH/NIMH) [E] [jasse.dickens@nih.gov]; LaBella, Shirley (NIH/OD) [E] [labellas@od.nih.gov]; Amarante, Rusinel (NIH/NIGMS) [E] [rusinel.amarante@nih.gov]; Yager, Kelly (NIH/NIDDK) [E] [kelly.yager@nih.gov]; Squiers, Chris (NIH/NIDA) [E] [squiersc@mail.nih.gov]; Jezioro, Maddie (NIH/NIA/ERP) [E] [maddie.jezioro@nih.gov]; Lansiquot, Boniface (NIH/NEI) [E] [boniface.lansiquot@nih.gov]; Ngo, Nam (NIH/NCATS) [E] [nam.ngo@nih.gov]; Smith, Marcia (NIH/FIC) [E] [smithm@fic16.fic.nih.gov]; Barreros, Tamara (NIH/OD/ORS) [E] [tamara.barreros@nih.gov]; Schaaf, Mark (NIH/NIDCR) [E] [mark.schaaf@nih.gov]; Yang, Amy (NIH/NIDCD) [E] [amy.yang@nih.gov]; Frimpong, Eno (NIH/OD) [E] [eno.frimpong@nih.gov]; Ratliff, Shaun (NIH/OD) [E] [shaun.ratliff@nih.gov]; Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [callwooa@mail.nih.gov]; Reter, Roy (NIH/NIEHS) [E] [reter@niehs.nih.gov]; Gheen, Valery (NIH/NHLBI) [E] [gheenv@mail.nih.gov]; Twilley, Ross (NIH/OD) [E] [ross.twilley@nih.gov]; Bartok, Lauren (NIH/NIAID) [E] [lauren.bartok@nih.gov]; Kennedy, Josephine (NIH/NCATS) [E] [josephine.kennedy@nih.gov]; Woo, Theodore (NIH/NCCIH) [E] [wootp@mail.nih.gov]; Nair, Prema (NIH/CSR) [E] [nairpg@csr.nih.gov]; Cantilena, Barbara (NIH/NIBIB) [E] [cantileb@mail.nih.gov]; Cosme, Lillian (NIH/NIAMS) [E] [cosmel@ep.niams.nih.gov]; Alves, Steve (NIH/OD) [E] [alvess@od.nih.gov]; Butler, Gloria (NIH/NHGRI) [E] [gloriab@mail.nih.gov]; Putney, Dvonte (NIH/NINDS) [E] [dvonte.putney@nih.gov]; Peterson, Trevor (NIH/NEI) [E] [trevor.peterson@nih.gov]; Folkers, Jonathan (NIH/NIAAA) [E] [jfolkers@mail.nih.gov]; Dade-Vinson, Celeste (NIH/OD) [E] [celeste.dade-vinson@nih.gov]; Brining, Sheryl (NIH/OD) [E] [brinings@mail.nih.gov]; Cook, Karen (NIH/OD/ORS) [E] [kcook@exchange.nih.gov]; Milliard, Suzanne (NIH/NCI) [E] [milliards@mail.nih.gov]; Amar, Anna (NIH/OD) [E] [anna.amar@nih.gov]

Start: 5/26/2021 1:30:00 PM
End: 5/27/2021 3:00:00 PM

Recurrence: (none)

Optional Attendees: Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [E]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Amar, Anna (NIH/OD) [E]

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CC: Berry, Thomas (NIH/NIDCD) [E] [b6] Albertini, Brian (NIH/NINR) [E] [b6]
Green, Yolanda (NIH/NIMH) [E] [b6] Cheema, Uzma (NIH/NIBIB) [E] [b6]
Nair, Prema (NIH/CSR) [E] [b6] Cantilena, Barbara (NIH/NIBIB) [E] [b6] Cosme, Lillian (NIH/NIAMS) [E] [b6] Alves, Steve (NIH/OD) [E] [b6] Butler, Gloria (NIH/NHGRI) [E] [b6] Putney, Dvonte (NIH/NINDS) [E] [b6] Peterson, Trevor (NIH/NEI) [E] [b6] Folkers, Jonathan (NIH/NIAAA) [E] [b6] Dade-Vinson, Celeste (NIH/OD) [E] [b6] Brining, Sheryl (NIH/OD) [E] [b6] Cook, Karen (NIH/OD/ORS) [E] [b6] Milliard, Suzanne (NIH/NCI) [E] [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [b6] Leahy, Timothy (NIH/OD) [E] [b6] Stabile, Regina (NIH/NIEHS) [E] [b6] Martin, Susan (NIH/CC/DCRI) [C] [b6] Cheung, Paul (NIH/NHGRI) [E] [paul.cheung@nih.gov]; Manheim, Marianne (NIH/NHLBI) [E] [b6] Woodson, Holly (NIH/OD/ORS) [E] [holly.woodson@nih.gov]; Chen, Eva (NIH/NIDDK) [E] [b6] Le, Vivian (NIH/NLM) [E] [b6] French, Daniel (NIH/OD) [E] [b6] Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [b6] Dickens, Jasse (NIH/NIMH) [E] [b6] LaBella, Shirley (NIH/OD) [E] [b6] Amarante, Rusinel (NIH/NIGMS) [E] [b6] Yager, Kelly (NIH/NIDDK) [E] [b6] Squiers, Chris (NIH/NIDA) [E] [b6] Jezioro, Maddie (NIH/NIA/ERP) [E] [b6] Lansiquot, Boniface (NIH/NEI) [E] [b6] Ngo, Nam (NIH/NCATS) [E] [b6] Smith, Marcia (NIH/FIC) [E] [smithm@b6] Barreros, Tamara (NIH/OD/ORS) [E] [b6] Schaaf, Mark (NIH/NIDCR) [E] [b6] Yang, Amy (NIH/NIDCD) [E] [b6] Frimpong, Eno (NIH/OD) [E] [b6] Ratliff, Shaun (NIH/OD) [E] [b6] Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [b6] Reter, Roy (NIH/NIEHS) [E] [b6] Gheen, Valery (NIH/NHLBI) [E] [b6] Twilley, Ross (NIH/OD) [E] [b6] Bartok, Lauren (NIH/NIAID) [E] [b6] Kennedy, Josephine (NIH/NCATS) [E] [b6] Woo, Theodore (NIH/NCCIH) [E] [b6] Albert, Roberta (NIH/NIBIB) [E] [b6] Clary, David (NIH/NIAMS) [E] [b6] Johnson, Shevon (NIH/NIEHS) [E] [b6]

Start: 9/22/2021 1:30:00 PM

End: 9/22/2021 3:00:00 PM

Recurrence: (none)

Optional Attendees: Berry, Thomas (NIH/NIDCD) [E]; Albertini, Brian (NIH/NINR) [E]; Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Albert, Roberta (NIH/NIBIB) [E]; Clary, David (NIH/NIAMS) [E]; Johnson, Shevon (NIH/NIEHS) [E]

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CC: Nair, Prema (NIH/CSR) [E] [b6] Cantilena, Barbara (NIH/NIBIB) [E] [b6] Cosme, Lillian (NIH/NIAMS) [E] [b6] Alves, Steve (NIH/OD) [E] [b6] Butler, Gloria (NIH/NHGRI) [E] [b6] Putney, Dvonte (NIH/NINDS) [E] [b6] Peterson, Trevor (NIH/NEI) [E] [b6] Folkers, Jonathan (NIH/NIAAA) [E] [b6] Dade-Vinson, Celeste (NIH/OD) [E] [b6] Brining, Sheryl (NIH/OD) [E] [b6] Cook, Karen (NIH/OD/ORS) [E] [b6] Milliard, Suzanne (NIH/NCI) [E] [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [b6] Leahy, Timothy (NIH/OD) [E] [b6] Stabile, Regina (NIH/NIEHS) [E] [b6] Martin, Susan (NIH/CC/DCRI) [C] [b6] Cheung, Paul (NIH/NHGRI) [E] [paul.cheung@nih.gov]; Manheim, Marianne (NIH/NHLBI) [E] [b6] Woodson, Holly (NIH/OD/ORS) [E] [b6] Chen, Eva (NIH/NIDDK) [E] [b6] Le, Vivian (NIH/NLM) [E] [b6] French, Daniel (NIH/OD) [E] [b6] Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [b6] Dickens, Jasse (NIH/NIMH) [E] [b6] LaBella, Shirley (NIH/OD) [E] [b6] Amarante, Rusinel (NIH/NIGMS) [E] [b6] Yager, Kelly (NIH/NIDDK) [E] [b6] Squiers, Chris (NIH/NIDA) [E] [b6] Jezioro, Maddie (NIH/NIA/ERP) [E] [b6] Lansiquot, Boniface (NIH/NEI) [E] [b6] Ngo, Nam (NIH/NCATS) [E] [b6] Smith, Marcia (NIH/FIC) [E] [smithm [b6] Barreros, Tamara (NIH/OD/ORS) [E] [b6] Schaaf, Mark (NIH/NIDCR) [E] [b6] Yang, Amy (NIH/NIDCD) [E] [b6] Frimpong, Eno (NIH/OD) [E] [b6] Ratliff, Shaun (NIH/OD) [E] [b6] Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [b6] Reter, Roy (NIH/NIEHS) [E] [b6] Gheen, Valery (NIH/NHLBI) [E] [b6] Twilley, Ross (NIH/OD) [E] [b6] Bartok, Lauren (NIH/NIAID) [E] [b6] Kennedy, Josephine (NIH/NCATS) [E] [b6] Woo, Theodore (NIH/NCCIH) [E] [b6] Albert, Roberta (NIH/NIBIB) [E] [roberta. [b6] Clary, David (NIH/NIAMS) [E] [b6] Johnson, Shevon (NIH/NIEHS) [E] [b6] Green, Yolanda (NIH/NIMH) [E] [b6] Amar, Anna (NIH/OD) [E] [b6] Berry, Thomas (NIH/NIDCD) [E] [b6] Currie, Mikia (NIH/OD) [E] [b6] Abdelmouti, Tawanda (NIH/OD) [E] [b6] Albertini, Brian (NIH/NINR) [E] [b6] Cheema, Uzma (NIH/NIBIB) [E] [b6]

Start: 7/28/2021 1:30:00 PM
End: 7/28/2021 3:00:00 PM

Recurrence: (none)

Optional Attendees: Albertini, Brian (NIH/NINR) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Albert, Roberta (NIH/NIBIB) [E]; Clary, David (NIH/NIAMS) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Green, Yolanda (NIH/NIMH) [E]; Amar, Anna (NIH/OD) [E]; Berry, Thomas (NIH/NIDCD) [E]; Currie, Mikia (NIH/OD) [E]; Abdelmouti, Tawanda (NIH/OD) [E]

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To: Close, Dustin (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fa781eba5bed46ebbe496f3a13b1883c-closedb]; NIH IC Privacy Coordinators [NIHICPrivacyCoordinators@mail.nih.gov]

CC: Nair, Prema (NIH/CSR) [E] [nairpg@csr.nih.gov]; Cantilena, Barbara (NIH/NIBIB) [E] [cantileb@mail.nih.gov]; Cosme, Lillian (NIH/NIAMS) [E] [lillian.cosme@nih.gov]; Alves, Steve (NIH/OD) [E] [alvess@od.nih.gov]; Butler, Gloria (NIH/NHGRI) [E] [gloriab@mail.nih.gov]; Putney, Dvonte (NIH/NINDS) [E] [dvonte.putney@nih.gov]; Peterson, Trevor (NIH/NEI) [E] [trevor.peterson@nih.gov]; Folkers, Jonathan (NIH/NIAAA) [E] [jfolkers@mail.nih.gov]; Dade-Vinson, Celeste (NIH/OD) [E] [celeste.dade-vinson@nih.gov]; Brining, Sheryl (NIH/OD) [E] [brinings@mail.nih.gov]; Cook, Karen (NIH/OD/ORS) [E] [kcook@exchange.nih.gov]; Milliard, Suzanne (NIH/NCI) [E] [milliards@mail.nih.gov]; Amar, Anna (NIH/OD) [E] [anna.amar@nih.gov]; Lopez-Ramirez, Rosayma (NIH/OD) [E] [rosayma.lopez-ramirez@nih.gov]; Leahy, Timothy (NIH/OD) [E] [leahyt@od.nih.gov]; Stabile, Regina (NIH/NIEHS) [E] [regina.stabile@nih.gov]; Martin, Susan (NIH/CC/DCRI) [C] [smartin@cc.nih.gov]; Cheung, Paul (NIH/NHGRI) [E] [paul.cheung@nih.gov]; Manheim, Marianne (NIH/NHLBI) [E] [marianne.manheim@nih.gov]; Woodson, Holly (NIH/OD/ORS) [E] [holly.woodson@nih.gov]; Chen, Eva (NIH/NIDDK) [E] [eva.chen@nih.gov]; Le, Vivian (NIH/NLM) [E] [lev1@mail.nlm.nih.gov]; French, Daniel (NIH/OD) [E] [frenchda@mail.nih.gov]; Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [susan.tucker@nih.gov]; Dickens, Jasse (NIH/NIMH) [E] [jasse.dickens@nih.gov]; LaBella, Shirley (NIH/OD) [E] [labellas@od.nih.gov]; Amarante, Rusinel (NIH/NIGMS) [E] [rusinel.amarante@nih.gov]; Yager, Kelly (NIH/NIDDK) [E] [kelly.yager@nih.gov]; Squiers, Chris (NIH/NIDA) [E] [squiersc@mail.nih.gov]; Jezioro, Maddie (NIH/NIA/ERP) [E] [maddie.jezioro@nih.gov]; Lansiquot, Boniface (NIH/NEI) [E] [boniface.lansiquot@nih.gov]; Ngo, Nam (NIH/NCATS) [E] [nam.ngo@nih.gov]; Smith, Marcia (NIH/FIC) [E] [smithm@fic.fic.nih.gov]; Barreros, Tamara (NIH/OD/ORS) [E] [tamara.barreros@nih.gov]; Schaaf, Mark (NIH/NIDCR) [E] [mark.schaaf@nih.gov]; Yang, Amy (NIH/NIDCD) [E] [amy.yang@nih.gov]; Frimpong, Eno (NIH/OD) [E] [eno.frimpong@nih.gov]; Ratliff, Shaun (NIH/OD) [E] [shaun.ratliff@nih.gov]; Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [callwooa@mail.nih.gov]; Reter, Roy (NIH/NIEHS) [E] [reter@niehs.nih.gov]; Gheen, Valery (NIH/NHLBI) [E] [gheenv@mail.nih.gov]; Twilley, Ross (NIH/OD) [E] [ross.twilley@nih.gov]; Bartok, Lauren (NIH/NIAID) [E] [lauren.bartok@nih.gov]; Kennedy, Josephine (NIH/NCATS) [E] [josephine.kennedy@nih.gov]; Woo, Theodore (NIH/NCCIH) [E] [wootp@mail.nih.gov]; Clary, David (NIH/NIAMS) [E] [david.clary@nih.gov]; Albert, Roberta (NIH/NIBIB) [E] [roberta.albert@nih.gov]; Johnson, Shevon (NIH/NIEHS) [E] [shevon.johnson@nih.gov]; Hammond, Christopher (NIH/OD) [E] [christopher.hammond2@nih.gov]; Hinton, Cynthia (NIH/OD) [E] [cynthia.hinton@nih.gov]; Haileleul, Betty (NIH/OD) [C] [betty.haileleul@nih.gov]; Beecher, Tricia (NIH/OD) [E] [tricia.beecher@nih.gov]; Jones, Amber (NIH/OD) [C] [amber.jones@nih.gov]; Johnson, Ryheem (NIH/OD) [C] [ryheem.johnson@nih.gov]; Berry, Thomas (NIH/NIDCD) [E] [thomas.berry@nih.gov]; Albertini, Brian (NIH/NINR) [E] [albertib@mail.nih.gov]; Green, Yolanda (NIH/NIMH) [E] [yolanda.green@nih.gov]; Cheema, Uzma (NIH/NIBIB) [E] [uzma.cheema@nih.gov]; Pearson, Katrina (NIH/OD) [E] [pearsonk@od.nih.gov]

Attachments: NIH PCG Meeting Agenda 05.26.2021 (2).docx; NIH Policy Overview_Privacy_20210526 (1).pptx; Overview of the GDPR 2021.pptx

Start: 5/26/2021 1:30:00 PM

End: 5/26/2021 3:00:00 PM

Recurrence: (none)

Required Attendees: Close, Dustin (NIH/OD) [E]; NIH IC Privacy Coordinators

Optional Attendees: Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Amar, Anna (NIH/OD) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E];

Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Clary, David (NIH/NIAMS) [E]; Albert, Roberta (NIH/NIBIB) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Hammond, Christopher (NIH/OD) [E]; Hinton, Cynthia (NIH/OD) [E]; Haileleul, Betty (NIH/OD) [C]; Beecher, Tricia (NIH/OD) [E]; Jones, Amber (NIH/OD) [C]; Johnson, Ryheem (NIH/OD) [C]; Berry, Thomas (NIH/NIDCD) [E]; Albertini, Brian (NIH/NINR) [E]; Green, Yolanda (NIH/NIMH) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Pearson, Katrina (NIH/OD) [E]

The NIH Privacy Coordinator Group (PCG) Meeting is held the fourth Wednesday of every other month, 9:30am – 11:00am. The agenda and supporting materials are attached.

Microsoft Teams meeting

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Office of the Senior Official for Privacy (OSOP)

Privacy Coordinator Group (PCG) Meeting Agenda

DATE	May 26, 2021	LOCATION	Microsoft Teams
TIME	9:30am – 11:00am	FACILITATOR	Dustin Close, NIH Privacy Program Lead

20 mins	NIH Policy Team – Policy Manual Repository Overview	Cindy Hinton
20 mins	General Data Protection Regulation (GDPR) Overview	Chris Hammond
20 mins	SOP Update	Celeste Dade-Vinson
30 mins	PCG Open Forum	Participants

Remote Participation

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United States, Bethesda
Phone Conference ID: **b6**



OSOP Meeting Notes



National Institutes of Health
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NIH Policy Manual

Office of Management Assessment Division of Compliance Management

Tools and Tips for Navigating the NIH Policy Manual Repository

May 2021

Agenda

- Home Page
- Policy Layout and Features
- Issuing Office Contact Options
- My Favorites
- Search/Browse Features
- Export Reports and Policies

Homepage

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Office of Management Assistance
NIH Policy Manual

Home Search Policies Recent About Contact Us

Recently Released Chapters

- Managing Federal Acquisition - [see](#)
Updated: 10/1/2014
- Guidance: Federal Acquisition Regulation (FAR) Updates, Policies, and Requirements for NIH Grants and Contracts - [see](#)
Updated: 10/1/2014
- Guidance: Federal Acquisition Regulation (FAR) Updates, Policies, and Requirements for NIH Grants and Contracts - [see](#)
Updated: 10/1/2014
- Guidance: Federal Acquisition Regulation (FAR) Updates, Policies, and Requirements for NIH Grants and Contracts - [see](#)
Updated: 10/1/2014

Recently Added Chapters

- Acquisition and Management - [see](#)
Updated: 10/1/2014
- NIH Systemic Risk - [see](#)
Updated: 10/1/2014
- Guidance: Federal Acquisition Regulation (FAR) Updates, Policies, and Requirements for NIH Grants and Contracts - [see](#)
Updated: 10/1/2014
- Guidance: Federal Acquisition Regulation (FAR) Updates, Policies, and Requirements for NIH Grants and Contracts - [see](#)
Updated: 10/1/2014

Recently Revised Chapters

- Guidance: Federal Acquisition Regulation (FAR) Updates, Policies, and Requirements for NIH Grants and Contracts - [see](#)
Updated: 10/1/2014
- Guidance: Federal Acquisition Regulation (FAR) Updates, Policies, and Requirements for NIH Grants and Contracts - [see](#)
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- Guidance: Federal Acquisition Regulation (FAR) Updates, Policies, and Requirements for NIH Grants and Contracts - [see](#)
Updated: 10/1/2014
- Guidance: Federal Acquisition Regulation (FAR) Updates, Policies, and Requirements for NIH Grants and Contracts - [see](#)
Updated: 10/1/2014

Functional Series

- Emergency Response - [see](#)
- Management - [see](#)
- Legal/Compliance - [see](#)
- Human Resources/Personnel - [see](#)
- IT/IT - [see](#)
- Projects and Capital - [see](#)
- Information - [see](#)
- Training - [see](#)

This is your secret weapon for accessing features throughout the site.

Navigation Ribbon:

- Straightforward and intuitive ribbon for users to find resources, contacts and more about the NIH Policy Manual.
- NIH staff can access additional features to the site after they login.

Content Display:

- Policies are organized into quadrants.
 - Within a matter of seconds, visitors can quickly see policies most navigated by frequency, recent publication status, or leisurely browse by series.
 - Simple and easy to read and review policies by being conscious of our target audience (YOU!)

Policy Information, Features and Layout

Although not all contact info is required, when the IO includes as much as possible, it makes it helpful during research when further information is needed.



1. Left navigation to quickly jump to sections within policy content
2. Ability for users to provide feedback to OMA and IO MCC for individual policy
3. Option for users to share policies via yammer or email
4. Print policies to pdf
5. NIH users can "favorite" policies (once logged in from the homepage)
6. Tool tips for date fields to accurately describe the version history

Depending on the amount of contact information the IO provides, you may have several options. One is to call the IO directly from your computer (or iPad, tablet, mobile device). By clicking the phone number, a pop-up will prompt you to identify which device you want to call from (connected iPhone, android, skype or teams)

Release Date: 2/23/2016 • Technical Revision Date: 4/20/2020 •



If using your mobile device, click the number and it will automatically call the IO

Contact the Issuing Office for Policy

Another options is to select the "Provide Feedback" button. This will allow you to inform the Issuing Office Manual Chapter Coordinator and the OMA policy team and about your inquiry for that individual policy.

1745-2 - NIH Privacy and Information Security Incident and Breach Response Policy

Issuing Office: OD/OM/OMA, OD/OCIO *Phone:* (301) 496-2832

Release Date: 2/23/2016  *Technical Revision Date:* 4/20/2020 

Provide Feedback



Send

From: tyim@nih.gov

To: NIH Policy Manual Feedback - Send Email, Contact Us

CC:

Bcc:

Subject: Feedback - 1745-2 NIH Privacy and Information Security Incident and Breach Response Policy

Hello,

I have a question about the revision of this policy. Can we chat?

Thanks,
Cindy



National Institutes of Health
Office of Management

Sharing Policy Features

Here's a closer look at the sharing features for each policy just below the contact information, find these 3 icons which are as follows:

- Yammer – generates a post to your NIH Yammer account and allows you to tag people/groups to be notified.
- Email – creates an email and link for you to share this policy with your colleagues.
- Print – creates a PDF version of the MC for you to save and/or print.

Check that this policy is being shared with the correct audience. If you are a member of the NIH community, you can share this policy with your colleagues. If you are not a member, you can share this policy with your contacts.

Share on Yammer

Post

Share on Email

Send

Provide Feedback



NIH Policy Manual

1745-2 - NIH Privacy and Information Security Incident and Breach Response Policy

Issued: 08/08/2014, (08/08/2014) Policy: (08/08/2014)

Release Date: 1/21/2014 Technical Revision Date: 08/08/2014

Essential Nature

1. **Explanation of Material Transmitted:** This policy outlines the implementation of National Institutes of Health (NIH) employees, contractors, researchers, grantees, fellows, and other non-Government personnel affiliated with NIH for complying with the policy, and ensuring the protection of personally identifiable information (PII) and sensitive information (SI) contained in all NIH Information Technology (IT) systems as well as paper-based systems. This policy also applies to electronic and paper-based systems that are developed, operated and/or maintained by contract personnel on behalf of NIH.

My Favorites

Users must be on the NIH network (or VPN) in order to login and access additional features in the NIH Policy Manual

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 **Recently Released Chapters**

Managing Federal Records - 1344
12/28/2020, Revised Review 7/15/2022

Institutes, Centers and Offices (ICOs) Alterations, Repairs, or Improvements to NIH-Owned Facilities Using Operating Funds - 1445-17-4
4/23/2022

Intramural Research Program Telehealth Requirements - 3014-303
2014-303

 **Frequently Accessed Chapters**

Travel Policies and Procedures - 1300
8/20/2018

NIH Remote Access Policy - 2850
3/20/2024, Revised Review 7/15/2024

Intramural Research Training Award (RTA) Program - 2300-2307
2/24/2022

My Favorites

- Users logged into the system can favorite policies allowing for easier access to most frequently accessed chapters.
- Users will see the most frequently accessed chapters they specifically visit on the site.
- Manual Chapter Coordinators (MCCs) and Subject Matter Experts (SMEs) will see policies they issue and the ability to easily see the scheduled review date.

View your favorite policies and their review dates.

Top 5 Policies

- Publishing and Managing Policies in the NIH Policy Manual
- Grants to Establish/Support Research Programs
- Translational
- NIH Research Training Grant Program (T32) Policies
- Title 32 Application and Review Fee

My Favorites

Chapter Number	Chapter Title	Review Date	Publication Status	Actions
2-400-040-1	NIH Nursing Mothers Program	2-24-2020	Active	Link to page

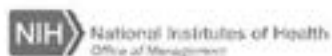
1 of 1 items

Policies Assigned To Me

Chapter Number	Chapter Title	Issuing Office	Publication Status	Review Date	Review Date
1720	Developing and Managing Policies in the NIH Policy Manual	OE/OM-OM/OM/MS	Active	8/21/2014	8/21/2023
2001-411-8	Research Support Grant Program	OE/OM/OM/MS	Active	10/1/1988	10/1/2010

Search Features

The **Search** feature allows you to pinpoint content within a chapter with its "Keywords" and "Search Within" functions. Additional options to narrow your search include identifying the Issuing Office, Functional Series, Release Date and Publication Status. If the search results are needed to share with other, the user can export the results into excel.



Office of Management Assessment
Delivering All-Of-the-Abilities and Oversight

NIH Policy Manual

CHALIPM 1/1/25

HOME	SEARCH	BROWSE	RESOURCES	ABOUT	CONTACTS
Keywords:		Search Within:		Publication Status	
☐ Matches on all words (AND)		Primary Issuing Office:		Release Date:	
☒ Matches on any words (OR)				to	
☒ Matches on exact phrase		Series:			
				SEARCH	



Search Features

For example, you are the Mobile Device contact for your IC. Your supervisor has directed you to revise the IC policy. The IC policy was last revised in 2018. By searching for the key terms with exact phrase matches and using the active publication status within a date range, you successfully narrow the results to 5 policies.

The screenshot shows the NIH Policy Search interface. The top navigation bar includes links for HOME, SEARCH, RESULTS, RESOURCES, ABOUT, and CONTACTS. The search filters section on the left includes a keyword search bar with the text "Mobile Device", a dropdown for "Match type" set to "Exact phrase", and a list of filter options: "Matched on all words (144)", "Matched on any word (144)", and "Matched on word phrase". The right side of the search filters section includes a "Status" dropdown set to "Active", a "Revision Date" range from "1/1/2014" to "1/1/2021", and a "Search" button. Below the search filters, the "Search Results" section displays a table of results. The table has columns for "Document Number", "Document Title", "Functional Group", "Revision Date", "Issuing Office", "Publication Status", and "Actions". The results table shows 5 results, all with a status of "Active". A "Tip" box on the right side of the results table states: "Tip: Export results to include in reports for supervisors".

Document Number	Document Title	Functional Group	Revision Date	Issuing Office	Publication Status	Actions
0001	NIH Electronic Device Policy	Emerging Technology, I&D Technology	1/1/2017	OD/IT/OT	Active	View
1141	NIH Electronic Device Policy	Management	12/24/2015	OD/PH/OMM	Active	View
1141.2	NIH Electronic Device Policy	Management	4/21/2015	OD/PH/OMM	Active	View
1101	NIH Policy for Annual Health Information Technology Summit and Network	IT/IT/IT/IT	11/14/2014	OD/PH/OMM	Active	View
1101	NIH Policy for Annual Health Information Technology Summit and Network	IT/IT/IT/IT	11/14/2014	OD/PH/OMM	Active	View

The **Browse** feature allows you to explore policies which are organized by chapter number (by default). If you know specific information about the chapter you're inquiring, simply narrow the results like the search tab with the option to export your results to excel.

HOME SEARCH REFERENCE MY FAVORITES RESOURCES ABOUT CONTACT

Topic

Publication Status

Primary Funding Office

Release Date

to

BROWSE

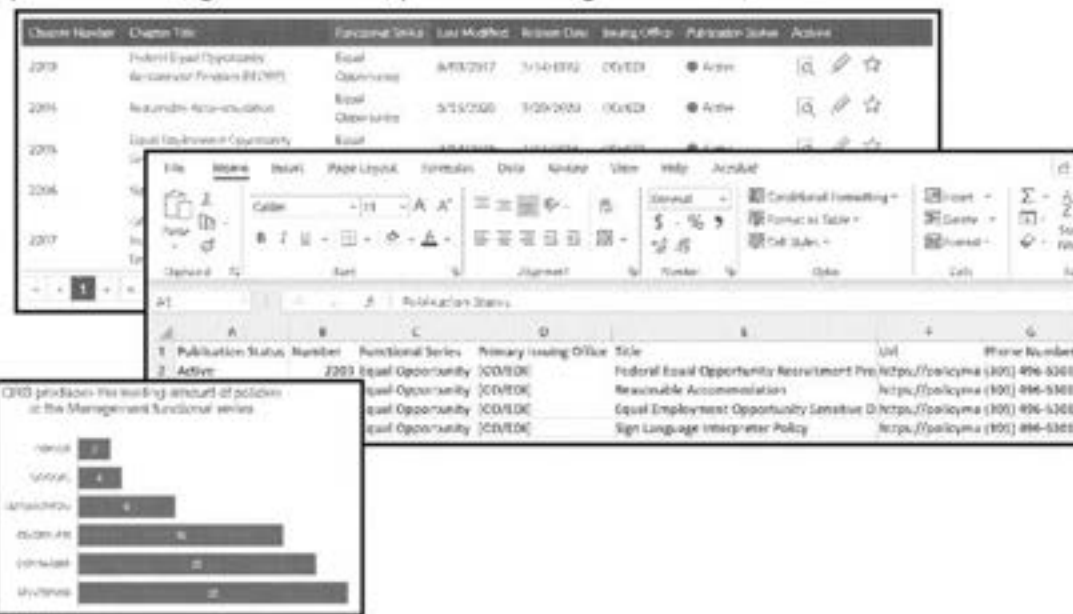
 [Browse Manual Chapters](#)

Chapter Number	Chapter Title	Technical Series	Release Date	Issuing Office	Publication Status	Actions
0070	Operational Changes	Management Emergency/Tenancy	1/26/2021	OC-COINMAIL/DOH	● Active	 
0072	COB Incident Query Policy	Emergency/Tenancy, Info Notifications	1/14/2024	OC-DOH	● Active	 
0082	Tenancy Outlets Functions Related to Compliance Function	Emergency/Tenancy	3/27/2020	OC-DOH	● Active	 
0101	Law and Regulations	Management	10/17/2009	OC-COINMAIL/DOH	● Active	 
0110	Outgoing Text Service, Raising the Emergency Alert and Using the Dissemination Keys	Management	9/05/2016	OC-DOH/DOH	● Suspended	 
0170	Operational Changes	Management	11/02/2018	OC-COINMAIL/DOH	● Suspended	 

Tip: Once logged in, users can bookmark policies in any results list and locate them from the "My Favorites" tab

Exporting Reports

This tool allows you convert any list of results into an excel spreadsheet for personal use, generate data, present findings to offices, etc.



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Contacts for NIH Policy Manual



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(301) 402-8687

For submittal of chapters or questions about the NIH Policy Manual: policymanual@nih.gov



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Background Slides

NIH Policy Manual – Required Format & Documents Used in Processing

All policies in the NIH Policy Manual are required to include the following format:

- Transmittal Sheet
- Purpose
- Audience/Scope
- Policy
- Roles and Responsibilities

To aid the IOs and MCCs with the format and lifecycle of a policy, the following forms and templates are used to publish a policy:

- Approval and Concurrence Forms
 - NIH Form 414-7 – NIH Manual Chapter Concurrence and Approval Record
 - NIH Form 414-6 – NIH Manual Chapter Review Record (optional)
- Templates
 - NIH Form 414-8 – Example Transmittal Sheet and Chapter Template
 - Resources: <https://oma.od.nih.gov/dms/pages/manual-chapters-links.aspx>



Transmittal Sheet: The cover page must include an explanation for writing, revising, or rescinding the chapter, as well as the removal/release dates and appropriate IO contact information.

Purpose: Describes why the policy is needed and summarizes what the policy will communicate to the reader.

Audience/Scope: Identifies the target audience and who the policy applies or does not apply to.

Policy: Communicates essential requirements, rules and guidelines.

Roles and Responsibilities: Assign duties and required steps to the appropriate officials, organizations, or groups who have a stake in carrying out the policy.

The European Union General Data Protection Regulation: Tips for NIH Privacy Staff



Chris Hammond
Senior Attorney
Office of the General Counsel

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Questions?

Chris Hammond
Senior Attorney
Office of the General Counsel

[REDACTED] (mobile)

b6

Resources

- OIR/OHSRP GDPR FAQs -
<https://irbo.nih.gov/confluence/display/ohsrp/Frequently+Asked+Questions#FrequentlyAskedQuestions-FAQGDPR>

From: Martinez, Heather (NIH/NIAID) [C] [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=52B029F8E1AB45EC875E9591AECC2BF3-MARTINEZHT]
Sent: 7/21/2021 12:18:20 PM
To: Martinez, Heather (NIH/NIAID) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=52b029f8e1ab45ec875e9591aecc2bf3-martinezht]; Bartels, Adelina (NIH/NIAID) [E] [adelina.bartels@nih.gov]; Gordon, Alison (NIH/NIAID) [E] [alison.gordon@nih.gov]; Gordon, Alison (NIH/NIAID) [E] [alison.reinhart@nih.gov]; Amato, Cynthia (NIH/NIAID) [C] [amatoc@niaid.nih.gov]; Mora, Anita (NIH/NIAID) [E] [amora@niaid.nih.gov]; Bonhomme, Andrea (NIH/NIAID) [E] [andrea.bonhomme@nih.gov]; Gabossy, Andrea (NIH/NIAID) [E] [andrea.gabossy@nih.gov]; Radtke, Andrea (NIH/NIAID) [E] [andrea.radtke@nih.gov]; Harris, Angela (NIH/NIAID) [E] [angela.harris@nih.gov]; Garvey, Anne (NIH/NIAID) [E] [anne.garvey@nih.gov]; Crane, Anya (NIH/NIAID) [C] [anya.crane@nih.gov]; Oplinger, Anne (NIH/NIAID) [E] [aoplinger@niaid.nih.gov]; Ward, Alicia (NIH/NIAID) [E] [ayward@niaid.nih.gov]; Hutko, Autumn (NIH/NIAID) [E] [ballarau@mail.nih.gov]; Barrick, Bill (NIH/NIAID) [V] [bbarrick@niaid.nih.gov]; Bennett, Arthur (NIH/NIAID) [E] [bennettar@niaid.nih.gov]; Hartman, Brenda (NIH/VRC) [E] [bhartman@mail.nih.gov]; Thomas, Bridget (NIH/NIAID) [E] [bo7g@nih.gov]; Lee Howell, Bonnie (NIH/NIAID) [C] [bonnie.leehowell@nih.gov]; Borchers, Sarasimone [USA] [Borchers_Sarasimone@bah.com]; Schneider, Brett (NIH/NIAID) [E] [brett.schneider@nih.gov]; Noble, Brian (NIH/NIAID) [E] [brian.noble@nih.gov]; Taggart, Brian (NIH/NIAID) [E] [brian.taggart@nih.gov]; Smith, Brock (NIH/NIAID) [E] [brock.smith@nih.gov]; Dillner, Bryan (NIH/NIAID) [E] [bryan.dillner@nih.gov]; Schmidt, Beth (NIH/NIAID) [E] [bschmidt@niaid.nih.gov]; Bullis, Catherine (NIH/NIAID) [E] [bullisc@niaid.nih.gov]; Bunch, Michon (NIH/NIAID) [E] [bunchmn@niaid.nih.gov]; Cary, Patrick (NIH/NIAID) [E] [carypa@mail.nih.gov]; Casil, Ray (NIH/NIAID) [C] [casilrp@mail.nih.gov]; Maynard, Chad (NIH/NIAID) [E] [chad.maynard@nih.gov]; Grewe, Charles (NIH/NIAID) [E] [charles.grewe@nih.gov]; Stone, Charles (NIH/NIAID) [E] [charles.stone@nih.gov]; Cheman, Jaime (NIH/NIAID) [E] [chemanj@niaid.nih.gov]; Marcum, Chris (NIH/NHGR) [E] [chris.marcum@nih.gov]; Kelly, Colleen (NIH/NIAID) [E] [cn74z@nih.gov]; Kelly, Colleen (NIH/NIAID) [E] [cnolan@niaid.nih.gov]; Cooper, Susan (NIH/NIAID) [E] [coopersu@niaid.nih.gov]; Shirley, Celena (NIH/NIAID) [E] [cshirley@mail.nih.gov]; Wair, Claudia (NIH/NIAID) [E] [cw329z@nih.gov]; Holman, Cyneteria (NIH/NIAID) [E] [cyneteria.holman@nih.gov]; Fabry, Cynthia (NIH/NIAID) [E] [cynthia.fabry@nih.gov]; Rojas, Cynthia (NIH/NIAID) [E] [cynthia.rojas@nih.gov]; Borrer, Debbie (NIH/NIAID) [C] [deborah.borrer@nih.gov]; Conway, Desi (NIH/NIAID) [E] [desi.conway@nih.gov]; Ivey, Diane (NIH/NIAID) [C] [diane.ivey@nih.gov]; Perry, Dina (NIH/NIAID) [E] [dina.perry@nih.gov]; Dixon, Dennis M. 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Subject: Quarterly Content Meeting

Attachments: Untitled Attachment
Location: Zoom Meeting Link Will Be Provided Prior To Each Meeting

Start: 1/26/2021 7:00:00 PM
End: 1/26/2021 8:00:00 PM
Show Time As: Tentative

Recurrence: Monthly
the fourth Tuesday of every 3 month(s) from 2:00 PM to 3:00 PM
Required Attendees: (unknown property type)
Optional Attendees: Martinez, Heather [USA]; Azeez, Olumayowa (NIH/NIAID) [E]

Please join New Media Web Policy Branch (NMWPB) for quarterly updates, resources and best practices to help your content stay up-to-date on [NIAID.NIH.gov](https://niaid.nih.gov) and [Inside.NIAID.NIH.gov](https://inside.niaid.nih.gov).

Note: Meeting agenda and Zoom meeting link will be updated prior to each meeting.

Background

Whether you're new to writing website content or need to brush up on digital best practices, these quarterly meetings are for you. NMWPB's Quarterly Content Meeting will give public website and intranet content owners—people like you who hold content responsibility role(s) on [NIAID.NIH.gov](https://niaid.nih.gov) and/or [Inside.NIAID.NIH.gov](https://inside.niaid.nih.gov)—a first look at new site features and new digital communications initiatives. NMWPB will also share practical tips and resources to support your content's success. We aim to provide increased transparency into digital policies, best practices, and the overall content health on the NIAID public website and intranet.

To: Hutko, Autumn (NIH/NIAID) [E] [b6] Tsang, John (NIH/NIAID) [E] [b6] Marcum, Chris (NIH/NHGRI) [E] [chris.n [b6] Martinez, Heather (NIH/NIAID) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=52b029f8e1ab45ec875e9591aecc2bf3-martinezht]; Gordon, Alison (NIH/NIAID) [E] [b6] Gordon, Alison (NIH/NIAID) [E] [b6] Amato, Cynthia (NIH/NIAID) [C] [b6] Bonhomme, Andrea (NIH/NIAID) [E] [b6] Gabossy, Andrea (NIH/NIAID) [E] [b6] Radtke, Andrea (NIH/NIAID) [E] [b6] Harris, Angela (NIH/NIAID) [E] [b6] Garvey, Anne (NIH/NIAID) [E] [anne.garvey@nih.gov]; Crane, Anya (NIH/NIAID) [C] [b6] Oplinger, Anne (NIH/NIAID) [E] [b6] Ward, Alicia (NIH/NIAID) [E] [b6] Barrick, Bill (NIH/NIAID) [V] [b6] Hartman, Brenda (NIH/VRC) [E] [b6] Thomas, Bridget (NIH/NIAID) [E] [b6] Lee Howell, Bonnie (NIH/NIAID) [C] [bonnie.leehowell@nih.gov]; Borchers, Sarasimone [USA] [b6] Schneider, Brett (NIH/NIAID) [E] [b6] Noble, Brian (NIH/NIAID) [E] [b6] Taggart, Brian (NIH/NIAID) [E] [b6] Smith, Brock (NIH/NIAID) [E] [b6] Schmidt, Beth (NIH/NIAID) [E] [b6] Bullis, Catherine (NIH/NIAID) [E] [b6] Bunch, Michon (NIH/NIAID) [E] [b6] Casil, Ray (NIH/NIAID) [C] [casilrp [b6] Maynard, Chad (NIH/NIAID) [E] [b6] Grewe, Charles (NIH/NIAID) [E] [b6] Stone, Charles (NIH/NIAID) [E] [b6] Cheman, Jaime (NIH/NIAID) [E] [b6] Kelly, Colleen (NIH/NIAID) [E] [b6] Kelly, Colleen (NIH/NIAID) [E] [b6] Cooper, Susan (NIH/NIAID) [E] [b6] Shirley, Celena (NIH/NIAID) [E] [b6] Holman, Cyneteria (NIH/NIAID) [E] [b6] Rojas, Cynthia (NIH/NIAID) [E] [b6] Borrer, Debbie (NIH/NIAID) [C] [b6] Conway, Desi (NIH/NIAID) [E] [b6] Perry, Dina (NIH/NIAID) [E] [b6] Dixon, Dennis M. (NIH/NIAID) [E] [b6] Holton, Eimear (NIH/NIAID) [C] [b6] Perez, Elizabeth (NIH/NIAID) [E] [b6] Scott Wycherly, Elizabeth (NIH/NIAID) [E] [b6] Davis, Frances (NIH/NIAID) [C] [b6] Sparks, Frederick (NIH/NIAID) [E] [b6] Ravilious, Geoffrey (NIH/NIAID) [E] [b6] Birdsong, George (NIH/NIMH) [E] [b6] Folkers, Greg (NIH/NIAID) [E] [b6] Smith, Gregory (NIH/NIAID) [E] [b6] Thompson-Russell, Gina (NIH/NIAID) [E] [b6] Hannon, Jessica [USA] [b6] Haskins, Melinda (NIH/NIAID) [E] [haskinsm [b6] Hirsch, Marie (NIH/VRC) [E] [b6] Hopkins, Heather (NIH/NIAID) [E] [b6] Horrell, Barbara (NIH/NIAID) [E] [b6] Hudgings, Carole (NIH/NIAID) [V] [b6] Chandramouliswaran, Ishwar (NIH/NIAID) [E] [b6] Iyengar, Ranjini (NIH/NIAID) [E] [b6] ; Hatfield, Jamie (NIH/NIAID) [E] [b6] Compton, Jennifer (NIH/NIAID) [E] [b6] Routh, Jennifer (NIH/NIAID) [E] [b6] Ellis, John (NIH/NIAID) [E] [b6] Johns, Bryan (NIH/NIAID) [C] [b6] Dominique, Joyelle (NIH/NIAID) [E] [b6] Smith, Jr (NIH/NIAID) [E] [b6] Ridge, John (NIH/NIAID) [E] [b6] Sacchetti, Jenny (NIH/NIAID) [E] [b6] Coan-Stevens, Judith (NIH/NIAID) [C] [judith.coan-stevens@nih.gov]; Yun, Julie (NIH/NIAID) [E] [b6] Vyskocil, Jennifer (NIH/NIAID) [E] [b6] Warren, Jon (NIH/NIAID) [E] [b6] Zuckerman, Judith (NIH/NIAID) [E] [b6] Kapsilis, Michael (NIH/NIAID) [E] [b6] Cotsalas, Kara (NIH/NIAID) [E] [b6] Harris, Kara (NIH/NIAID) [E] [b6] Noble, Karlynn (NIH/NIAID) [C] [b6] Stover, Kathy (NIH/NIAID) [E] [b6] Grossman, Kenneth (NIH/NIAID) [E] [b6] Footer, Kevin (NIH/NIAID) [C] [b6] McDermott, Kevin (NIH/NIAID) [C] [b6] So, Kevin (NIH/NIAID) [C] [b6] Hazell, Kimberly (NIH/NIAID) [E] [b6] Gitt, Kirsten (NIH/NIAID) [E] [b6] Pekoc, Ken (NIH/NIAID) [E] [b6] Tomlin, Krystal (NIH/NIAID) [E] [b6] Lancaster, Mahlon (NIH/NIAID) [E] [b6] LaPorte, Tracy (NIH/OD) [E] [b6] Faile, Laura (NIH/NIAID) [C] [b6] Leifman, Laura (NIH/NIAID) [E] [b6] Spix, Leah (NIH/NIAID) [C] [b6] Yin, Li (NIH/NIAID) [E] [b6] Litsinger, Alice (NIH/NIAID) [E] [b6] Li, Yin (NIH) [E] [b6] Via, Laura (NIH/NIAID) [E] [b6] Lee, Mable (NIH/NIAID) [E] [b6] Giovanni, Maria (NIH/NIAID) [C] [b6] Daly, Marilyn (NIH/NIAID) [E] [b6] Cameron, Marnay (NIH/NIAID) [E] [b6] Marquardt, Julie (NIH/NIAID) [E] [b6] Smith, Mary (NIH/NIAID) [E] [b6] Mathur, Punam (NIH/NIAID) [E] [b6] Booth, Mason (NIH/NIAID) [C] [b6] Booth, Mason (NIH/NIAID) [C] [mbooth [b6] Mejia, Francisco (NIH/NIAID) [E] [b6] Foster, Merrill (NIH/NIAID) [E] [b6] Metzger, Patricia (NIH/NIAID) [C] [b6] Nealy, Michael (NIH/NIAID) [E] [b6] Vance, Michael (NIH/NIAID) [E] [b6] Craig,

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[E] [/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=c4669b21b374420eb94ace1b456d9aed-tsangjs]
CC: Martinez, Heather [USA] [b6] Azeez, Olumayowa (NIH/NIAID) [E]
[/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=a4d9520ed3fe4aabb8f431f9444d453e-azeezo2]

Location: Zoom Meeting Info Provided In Invite

Start: 7/27/2021 6:00:00 PM

End: 7/27/2021 7:00:00 PM

Recurrence: (none)

Required (unknown property type)

Attendees:

Optional Martinez, Heather [USA]; Hannon, Jessica [USA]

Attendees:

Please join New Media Web Policy Branch (NMWPB) for quarterly updates, resources and best practices to help your content stay up-to-date on NIAID.NIH.gov and Inside.NIAID.NIH.gov.

Meeting Information

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Background

Whether you're new to writing website content or need to brush up on digital best practices, these quarterly meetings are for you. NMWPB's Quarterly Content Meeting will give public website and intranet content owners—people like you who hold content responsibility role(s) on NIAID.NIH.gov and/or Inside.NIAID.NIH.gov—a first look at new site features and new digital communications initiatives. NMWPB will also share practical tips and resources to support your content's success. We aim to provide increased transparency into digital policies, best practices, and the overall content health on the NIAID public website and intranet.

From: Martinez, Heather (NIH/NIAID) [C] [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=52B029F8E1AB45EC875E9591AECC2BF3-MARTINEZHT]
Sent: 7/21/2021 12:18:20 PM
To: Martinez, Heather (NIH/NIAID) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=52b029f8e1ab45ec875e9591aecc2bf3-martinezht]; Bartels, Adelina (NIH/NIAID) [E] [b6]; Gordon, Alison (NIH/NIAID) [E] [b6]; Gordon, Alison (NIH/NIAID) [E] [b6]; Amato, Cynthia (NIH/NIAID) [C] [b6]; Mora, Anita (NIH/NIAID) [E] [b6]; Bonhomme, Andrea (NIH/NIAID) [E] [b6]; Gabossy, Andrea (NIH/NIAID) [E] [b6]; Radtke, Andrea (NIH/NIAID) [E] [b6]; Harris, Angela (NIH/NIAID) [E] [b6]; Garvey, Anne (NIH/NIAID) [E] [b6]; Crane, Anya (NIH/NIAID) [C] [b6]; Oplinger, Anne (NIH/NIAID) [E] [b6]; Ward, Alicia (NIH/NIAID) [E] [b6]; Hutko, Autumn (NIH/NIAID) [E] [b6]; Barrick, Bill (NIH/NIAID) [V] [bbarrick@b6]; Bennett, Arthur (NIH/NIAID) [E] [b6]; Hartman, Brenda (NIH/VRC) [E] [b6]; Thomas, Bridget (NIH/NIAID) [E] [b6]; Lee Howell, Bonnie (NIH/NIAID) [C] [b6]; Borchers, Sarasimone [USA] [b6]; Schneider, Brett (NIH/NIAID) [E] [b6]; Noble, Brian (NIH/NIAID) [E] [b6]; Taggart, Brian (NIH/NIAID) [E] [b6]; Smith, Brock (NIH/NIAID) [E] [b6]; Dillner, Bryan (NIH/NIAID) [E] [b6]; Schmidt, Beth (NIH/NIAID) [E] [b6]; Bullis, Catherine (NIH/NIAID) [E] [b6]; Bunch, Michon (NIH/NIAID) [E] [b6]; Cary, Patrick (NIH/NIAID) [E] [b6]; Casil, Ray (NIH/NIAID) [C] [casilrp@b6]; Maynard, Chad (NIH/NIAID) [E] [b6]; Grewe, Charles (NIH/NIAID) [E] [b6]; Stone, Charles (NIH/NIAID) [E] [b6]; Cheman, Jaime (NIH/NIAID) [E] [b6]; Marcum, Chris (NIH/NHGR) [E] [b6]; Kelly, Colleen (NIH/NIAID) [E] [b6]; Kelly, Colleen (NIH/NIAID) [E] [b6]; Cooper, Susan (NIH/NIAID) [E] [b6]; Shirley, Celena (NIH/NIAID) [E] [b6]; Wair, Claudia (NIH/NIAID) [E] [b6]; Holman, Cyneteria (NIH/NIAID) [E] [b6]; Fabry, Cynthia (NIH/NIAID) [E] [b6]; Rojas, Cynthia (NIH/NIAID) [E] [b6]; Borrer, Debbie (NIH/NIAID) [C] [b6]; Conway, Desi (NIH/NIAID) [E] [b6]; Ivey, Diane (NIH/NIAID) [C] [b6]; Perry, Dina (NIH/NIAID) [E] [b6]; Dixon, Dennis M. (NIH/NIAID) [E] [b6]; Strasnick, Doloris (NIH/NIAID) [E] [b6]; Holton, Eimear (NIH/NIAID) [C] [b6]; Deatrick, Elizabeth (NIH/NIAID) [E] [b6]; Perez, Elizabeth (NIH/NIAID) [E] [b6]; Scott Wycherly, Elizabeth (NIH/NIAID) [E] [b6]; Davis, Frances (NIH/NIAID) [C] [b6]; Sparks, Frederick (NIH/NIAID) [E] [b6]; Ravilious, Geoffrey (NIH/NIAID) [E] [b6]; Birdsong, George (NIH/NIMH) [E] [b6]; Folkers, Greg (NIH/NIAID) [E] [b6]; Smith, Gregory (NIH/NIAID) [E] [b6]; Thompson-Russell, Gina (NIH/NIAID) [E] [b6]; Hannon, Jessica [USA] [b6]; Haskins, Melinda (NIH/NIAID) [E] [b6]; Herpin, Betsey (NIH/NIAID) [E] [b6]; Hoffman, Hillary (NIH/NICH) [E] [b6]; Hirsch, Marie (NIH/VRC) [E] [b6]; Hopkins, Heather (NIH/NIAID) [E] [b6]; Horrell, Barbara (NIH/NIAID) [E] [horrellb@b6]; Hudgings, Carole (NIH/NIAID) [V] [hudgings@b6]; Chandramouliswaran, Ishwar (NIH/NIAID) [E] [b6]; Iyengar, Ranjini (NIH/NIAID) [E] [b6]; Hatfield, Jamie (NIH/NIAID) [E] [b6]; Compton, Jennifer (NIH/NIAID) [E] [b6]; Routh, Jennifer (NIH/NIAID) [E] [b6]; Keener, Jessica (NIH/NIAID) [C] [b6]; Croghan, Joe (NIH/NIAID) [E] [b6]; Ellis, John (NIH/NIAID) [E] [b6]; Tsang, John (NIH/NIAID) [E] [b6]; Johns, Bryan (NIH/NIAID) [C] [b6]; Allen-Wilcox, Jori (NIH/NIAID) [C] [b6]; Dominique, Joyelle (NIH/NIAID) [E] [b6]; Smith, Jr (NIH/NIAID) [E] [b6]; Ridge, John (NIH/NIAID) [E] [jridge@b6]; Sacchetti, Jenny (NIH/NIAID) [E] [b6]; Coan-Stevens, Judith (NIH/NIAID) [C] [b6]; Shah, Jui (NIH/NIAID) [E] [b6]; Yun, Julie (NIH/NIAID) [E] [b6]; Vyskocil, Jennifer (NIH/NIAID) [E] [b6]; Warren, Jon (NIH/NIAID) [E] [b6]; Zuckerman, Judith (NIH/NIAID) [E] [jzuckerman@b6]; Kapsilis, Michael (NIH/NIAID) [E] [b6]; Cotsalas, Kara (NIH/NIAID) [E] [b6]; Harris, Kara (NIH/NIAID) [E] [b6]; Noble, Karlynn (NIH/NIAID) [C] [b6]; Stover, Kathy (NIH/NIAID) [E] [b6]; Grossman, Kenneth (NIH/NIAID) [E] [b6]; Footer, Kevin (NIH/NIAID) [C] [b6]; McDermott, Kevin (NIH/NIAID) [C] [kevin.mcdermott@nih.gov]; So, Kevin (NIH/NIAID) [C] [b6]; Hazell, Kimberly (NIH/NIAID) [E] [b6]; Gitt, Kirsten (NIH/NIAID) [E] [b6]; Kovanda, Dennis (NIH/NIAID) [E] [b6]; Pekoc, Ken

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 Mahlon (NIH/NIAID) [E] [b6] LaPorte, Tracy (NIH/OD) [E] [b6] Faile,
 Laura (NIH/NIAID) [C] [b6] Leifman, Laura (NIH/NIAID) [E] [b6] Spix, Leah
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 [b6] Li, Yin (NIH) [E] [b6] Via, Laura (NIH/NIAID) [E] [b6] Lee,
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 (NIH/NIAID) [E] [b6] Parsons, Mary (NIH/NIAID) [E] [b6] Pineda, Mark
 (NIH/NIAID) [E] [mpineda, [b6] Khan, Najiyah (NIH/NIAID) [C] [b6] Barrett, Nancy
 (NIH/NIAID) [E] [b6] Bavisotto, Nancy (NIH/NIAID) [C] [nbavisotto, [b6] Nealy, Michael
 (NIH/NIAID) [E] [b6] Nguyen, Loi (NIH/NIAID) [E] [b6] Bushar, Nicholas
 (NIH/NIAID) [E] [b6] MacDonald, Nicholas (NIH/NIAID) [E] [b6]
 Murphy, Nora (NIH/NIAID) [E] [b6] Haggerty, Patricia (NIH/NIAID) [E]
 [b6] Person, Noni (NIH/NIAID) [E] [b6] Philogene, Catie (NIH/NIAID) [E]
 [b6] Price, Michelle (NIH/NIAID) [E] [b6] Wolff, Peter (NIH/NIAID) [E]
 [b6] Casil, Ray (NIH/NIAID) [C] [b6] Chang, Rebecca (NIH/NIAID) [E]
 [rchang, [b6] Cooper, Rene (NIH/NIAID) [E] [b6] Germain, Ronald (NIH/NIAID) [E]
 [b6] Hafner, Richard (NIH/NIAID) [E] [b6] Caldararo, Rocco (NIH) [C]
 [b6] Rosa, William (NIH/NIAID) [E] [b6] Siskind, Rona (NIH/NIAID) [E]
 [b6] Tesfaye, Roman (NIH/NIAID) [C] [b6] Rumbarger, Jonna (NIH/NIAID)
 [E] [rumbargerjm@mail.nih.gov]; Fredrickson, Rurik (NIH/NIAID) [E] [rurik.fredrickson@nih.gov]; Cavanaugh, Sarah
 (NIH/NIAID) [E] [b6] Schneider, Vicky (NIH/NIAID) [E] [b6] Schott,
 Margaret (NIH/NIAID) [E] [b6] Grinkrug, Sergey (NIH/NIAID) [E] [b6]
 Macauley, Sheridan (NIH/VRC) [C] [b6] Modlin, Sheryl (NIH/NIAID) [E]
 [b6] Soucy, Katie (NIH/NIAID) [E] [b6] Knox, Shamay (NIH/NIAID) [E]
 [b6] Somin, Timothy (NIH/NIAID) [E] [b6] Southard, Gordon (NIH/NIAID) [E]
 [b6] Taylor, Shelley (NIH/NIAID) [E] [b6] Coomes, Stephanie (NIH/NIAID) [E]
 [b6] Jones, Steven (NIH/NIAID) [E] [b6] Stover, Kathy (NIH/NIAID) [E]
 [b6] Sullivan, Kevin (NIH/NIAID) [E] [b6] Choi, Susan (NIH/NIAID) [E]
 [b6] Hu, Susan (NIH/NIAID) [C] [b6] Vogel, Susan (NIH/NIAID) [E]
 [b6] Robinson, Taylor (NIH/NIAID) [E] [b6] Taylor, Brandie (NIH/NIAID) [E]
 [b6] Liang, Thomas (NIH/NIAID) [E] [b6] Meuchel, Tammy (NIH/NIAID) [E]
 [b6] Lee, Tonia D. (NIH/NIAID) [E] [b6] Garten, Tori (NIH/NIAID) [E]
 [b6] Shahan, Tracy (NIH/NIAID) [E] [b6] Vathyam, Surekha (NIH/NIAID) [E]
 [b6] Crum, Wayne (NIH/NIAID) [C] [wayne.crum@nih.gov]; Yu, Weiming (NIH/NIAID) [E]
 [b6] [b6] Wongsam, Judy (NIH/NIAID) [E] [b6] York Jolley,
 Jena (NIH/NIAID) [E] [b6] Zlotnick-Solomon, Karen (NIH/NIAID) [E] [b6]
 Coronado, Lisa (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=e498d668f1b54b49b4545503483374bb-coronadi]; Beaver, Jill (NIH/NIA/ERP)
 [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=966bf0c850a543cfb064bffa0206740b-beaverjm]; Santora, Kenneth
 (NIH/NIA/ERP) [E] [b6] [b6]
 CC: Martinez, Heather [USA] [b6] Azeez, Olumayowa (NIH/NIAID) [E]
 [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=a4d9520ed3fe4aabb8f431f9444d453e-azeezo2]

Subject: Quarterly Content Meeting

Attachments: Untitled Attachment
Location: Zoom Meeting Link Will Be Provided Prior To Each Meeting
Start: 1/26/2021 7:00:00 PM
End: 1/26/2021 8:00:00 PM
Show Time As: Tentative

Recurrence: Monthly
the fourth Tuesday of every 3 month(s) from 2:00 PM to 3:00 PM
Required Attendees: (unknown property type)
Optional Attendees: Martinez, Heather [USA]; Azeez, Olumayowa (NIH/NIAID) [E]

Please join New Media Web Policy Branch (NMWPB) for quarterly updates, resources and best practices to help your content stay up-to-date on [NIAID.NIH.gov](https://niaid.nih.gov) and [Inside.NIAID.NIH.gov](https://inside.niaid.nih.gov).

Note: Meeting agenda and Zoom meeting link will be updated prior to each meeting.

Background

Whether you're new to writing website content or need to brush up on digital best practices, these quarterly meetings are for you. NMWPB's Quarterly Content Meeting will give public website and intranet content owners—people like you who hold content responsibility role(s) on [NIAID.NIH.gov](https://niaid.nih.gov) and/or [Inside.NIAID.NIH.gov](https://inside.niaid.nih.gov)—a first look at new site features and new digital communications initiatives. NMWPB will also share practical tips and resources to support your content's success. We aim to provide increased transparency into digital policies, best practices, and the overall content health on the NIAID public website and intranet.

To: Hutko, Autumn (NIH/NIAID) [E] [b6] Tsang, John (NIH/NIAID) [E] [b6] Marcum, Chris (NIH/NHGRI) [E] [b6]; Vogel, Susan (NIH/NIAID) [E] [b6] Martinez, Heather (NIH/NIAID) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=52b029f8e1ab45ec875e9591aecc2bf3-martinezht]; Gordon, Alison (NIH/NIAID) [E] [b6] Gordon, Alison (NIH/NIAID) [E] [b6] Amato, Cynthia (NIH/NIAID) [C] [b6] Bonhomme, Andrea (NIH/NIAID) [E] [b6] Gabosy, Andrea (NIH/NIAID) [E] [b6] Radtke, Andrea (NIH/NIAID) [E] [b6] Harris, Angela (NIH/NIAID) [E] [b6] Garvey, Anne (NIH/NIAID) [E] [b6] Crane, Anya (NIH/NIAID) [C] [b6] Oplinger, Anne (NIH/NIAID) [E] [b6] Ward, Alicia (NIH/NIAID) [E] [b6] Barrick, Bill (NIH/NIAID) [V] [b6] Hartman, Brenda (NIH/VRC) [E] [b6] Thomas, Bridget (NIH/NIAID) [E] [b6] Lee Howell, Bonnie (NIH/NIAID) [C] [b6] Borchers, Sarasimone [USA] [b6] Schneider, Brett (NIH/NIAID) [E] [b6] Noble, Brian (NIH/NIAID) [E] [b6] Taggart, Brian (NIH/NIAID) [E] [b6] Smith, Brock (NIH/NIAID) [E] [brock.smith@nih.gov]; Schmidt, Beth (NIH/NIAID) [E] [b6] Bullis, Catherine (NIH/NIAID) [E] [b6] Bunch, Michon (NIH/NIAID) [E] [b6] Casil, Ray (NIH/NIAID) [C] [b6] Maynard, Chad (NIH/NIAID) [E] [b6] Grewe, Charles (NIH/NIAID) [E] [b6] Stone, Charles (NIH/NIAID) [E] [b6] Cheman, Jaime (NIH/NIAID) [E] [b6] Kelly, Colleen (NIH/NIAID) [E] [b6] Kelly, Colleen (NIH/NIAID) [E] [b6] Cooper, Susan (NIH/NIAID) [E] [b6] Shirley, Celena (NIH/NIAID) [E] [b6] Holman, Cyneteria (NIH/NIAID) [E] [b6] Rojas, Cynthia (NIH/NIAID) [E] [b6] Borrer, Debbie (NIH/NIAID) [C] [b6] Conway, Desi (NIH/NIAID) [E] [b6] Perry, Dina (NIH/NIAID) [E] [b6] Dixon, Dennis M. (NIH/NIAID) [E] [b6] Holton, Eimear (NIH/NIAID) [C] [b6] Perez, Elizabeth (NIH/NIAID) [E] [b6] Scott Wycherly, Elizabeth (NIH/NIAID) [E] [b6] Davis, Frances (NIH/NIAID) [C] [b6] Sparks, Frederick (NIH/NIAID) [E] [b6] Ravillous, Geoffrey (NIH/NIAID) [E] [b6] Birdsong, George (NIH/NIMH) [E] [b6] Folkers, Greg (NIH/NIAID) [E] [b6] Smith, Gregory (NIH/NIAID) [E] [b6] Thompson-Russell, Gina (NIH/NIAID) [E] [b6] Hannon, Jessica [USA] [b6] Haskins, Melinda (NIH/NIAID) [E] [b6] Hirsch, Marie (NIH/VRC) [E] [b6] Hopkins, Heather (NIH/NIAID) [E] [b6] Horrell, Barbara (NIH/NIAID) [E] [b6] Hudgings, Carole (NIH/NIAID) [V] [b6] Chandramouliswaran, Ishwar (NIH/NIAID) [E] [b6] Iyengar, Ranjini (NIH/NIAID) [E] [b6] Hatfield, Jamie (NIH/NIAID) [E] [b6] Compton, Jennifer (NIH/NIAID) [E] [jennifer [b6] Routh, Jennifer (NIH/NIAID) [E] [b6] Ellis, John (NIH/NIAID) [E] [b6] Johns, Bryan (NIH/NIAID) [C] [b6] Dominique, Joyelle (NIH/NIAID) [E] [b6] Smith, Jr (NIH/NIAID) [E] [b6] Ridge, John (NIH/NIAID) [E] [b6] Sacchetti, Jenny (NIH/NIAID) [E] [b6] Coan-Stevens, Judith (NIH/NIAID) [C] [judith.coan-stevens@nih.gov]; Yun, Julie (NIH/NIAID) [E] [b6] Vyskocil, Jennifer (NIH/NIAID) [E] [b6] Warren, Jon (NIH/NIAID) [E] [b6] Zuckerman, Judith (NIH/NIAID) [E] [b6] Kapsilis, Michael (NIH/NIAID) [E] [b6] Cotsalas, Kara (NIH/NIAID) [E] [b6] Harris, Kara (NIH/NIAID) [E] [b6] Noble, Karlynn (NIH/NIAID) [C] [b6] Stover, Kathy (NIH/NIAID) [E] [b6] Grossman, Kenneth (NIH/NIAID) [E] [b6] Footer, Kevin (NIH/NIAID) [C] [b6] McDermott, Kevin (NIH/NIAID) [C] [b6] So, Kevin (NIH/NIAID) [C] [b6] Hazell, Kimberly (NIH/NIAID) [E] [b6] Gitt, Kirsten (NIH/NIAID) [E] [b6] Pekoc, Ken (NIH/NIAID) [E] [kpekoc [b6] Tomlin, Krystal (NIH/NIAID) [E] [b6] Lancaster, Mahlon (NIH/NIAID) [E] [b6] LaPorte, Tracy (NIH/OD) [E] [b6] Faile, Laura (NIH/NIAID) [C] [b6] Leifman, Laura (NIH/NIAID) [E] [b6] Spix, Leah (NIH/NIAID) [C] [b6] Yin, Li (NIH/NIAID) [E] [b6] Litsinger, Alice (NIH/NIAID) [E] [b6] Li, Yin (NIH) [E] [b6] Via, Laura (NIH/NIAID) [E] [b6] Lee, Mable (NIH/NIAID) [E] [b6] Giovanni, Maria (NIH/NIAID) [C] [b6] Daly, Marilyn (NIH/NIAID) [E] [b6] Cameron, Marnay (NIH/NIAID) [E] [b6] Marquardt, Julie (NIH/NIAID) [E] [b6] Smith, Mary (NIH/NIAID) [E] [b6] Mathur, Punam (NIH/NIAID) [E] [b6] Booth, Mason (NIH/NIAID) [C] [b6] Booth, Mason (NIH/NIAID) [C] [mbooth [b6] Mejia, Francisco (NIH/NIAID) [E] [b6] Foster, Merrill (NIH/NIAID) [E] [b6] Metzger, Patricia (NIH/NIAID) [C] [b6] Nealy,

Michael (NIH/NIAID) [E] [b6] Vance, Michael (NIH/NIAID) [E] [b6] Craig, Michelle (NIH/NIAID) [E] [b6] Assefa, Mihert (NIH/NIAID) [C] [b6] Walker, Marni (NIH/NIAID) [E] [b6] Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Modlin, Sheryl (NIH/NIAID) [E] [modlin@b6] Parsons, Mary (NIH/NIAID) [E] [b6] Pineda, Mark (NIH/NIAID) [E] [mpineda@b6] Khan, Najiyah (NIH/NIAID) [C] [b6] Bavisotto, Nancy (NIH/NIAID) [C] [b6] Nealy, Michael (NIH/NIAID) [E] [b6] Nguyen, Loi (NIH/NIAID) [E] [b6] Bushar, Nicholas (NIH/NIAID) [E] [b6] MacDonald, Nicholas (NIH/NIAID) [E] [b6] Murphy, Nora (NIH/NIAID) [E] [b6] Philogene, Catie (NIH/NIAID) [E] [b6] Price, Michelle (NIH/NIAID) [E] [b6] Wolff, Peter (NIH/NIAID) [E] [b6] Casil, Ray (NIH/NIAID) [C] [b6] Cooper, Rene (NIH/NIAID) [E] [b6] Hafner, Richard (NIH/NIAID) [E] [b6] Caldararo, Rocco (NIH) [C] [b6] Rosa, William (NIH/NIAID) [E] [b6] Siskind, Rona (NIH/NIAID) [E] [b6] Tesfaye, Roman (NIH/NIAID) [C] [b6] Rumbarger, Jonna (NIH/NIAID) [E] [b6] Fredrickson, Rurik (NIH/NIAID) [E] [b6] Cavanaugh, Sarah (NIH/NIAID) [E] [b6] Schneider, Vicky (NIH/NIAID) [E] [b6] Grinkrug, Sergey (NIH/NIAID) [E] [b6] Macauley, Sheridan (NIH/VRC) [C] [b6] Modlin, Sheryl (NIH/NIAID) [E] [sheryl.modlin@nih.gov]; Soucy, Katie (NIH/NIAID) [E] [b6] Somin, Timothy (NIH/NIAID) [E] [b6] Southard, Gordon (NIH/NIAID) [E] [b6] Coomes, Stephanie (NIH/NIAID) [E] [b6] Jones, Steven (NIH/NIAID) [E] [b6] Stover, Kathy (NIH/NIAID) [E] [b6] Sullivan, Kevin (NIH/NIAID) [E] [b6] Choi, Susan (NIH/NIAID) [E] [b6] Hu, Susan (NIH/NIAID) [C] [b6] Robinson, Taylor (NIH/NIAID) [E] [b6] Taylor, Brandie (NIH/NIAID) [E] [b6] Meuchel, Tammy (NIH/NIAID) [E] [b6] Garten, Tori (NIH/NIAID) [E] [b6] Shahan, Tracy (NIH/NIAID) [E] [b6] Vathyam, Surekha (NIH/NIAID) [E] [b6] Crum, Wayne (NIH/NIAID) [C] [b6] Yu, Weiming (NIH/NIAID) [E] [b6] [b6] Wongsam, Judy (NIH/NIAID) [E] [b6] Zlotnick-Solomon, Karen (NIH/NIAID) [E] [b6] Kovanda, Dennis (NIH/NIAID) [E] [kovanda@b6] Meixner, Maureen (NIH/NIAID) [E] [b6] Dillner, Bryan (NIH/NIAID) [E] [b6] Strasnick, Doloris (NIH/NIAID) [E] [b6] Herpin, Betsey (NIH/NIAID) [E] [b6] Liang, Thomas (NIH/NIAID) [E] [b6] Chang, Rebecca (NIH/NIAID) [E] [b6] Mora, Anita (NIH/NIAID) [E] [b6] Barrett, Nancy (NIH/NIAID) [E] [b6] Eisenberg, Matthew (NIH/NIAID) [E] [b6] Allen-Wilcox, Jori (NIH/NIAID) [C] [b6] Fabry, Cynthia (NIH/NIAID) [E] [b6] Townsend, Krista (NIH/NIAID) [C] [ktownsend@b6] Deatrick, Elizabeth (NIH/NIAID) [E] [b6] Knox, Shamay (NIH/NIAID) [E] [b6] York Jolley, Jena (NIH/NIAID) [E] [b6] Schmidt, Kristi (NIH/NIAID) [E] [b6] Bartels, Adelina (NIH/NIAID) [E] [b6] Harris, Mary (NIH/NIAID) [E] [mary.harris1@nih.gov]; Croghan, Joe (NIH/NIAID) [E] [b6] Wair, Claudia (NIH/NIAID) [E] [b6] Haggerty, Patricia (NIH/NIAID) [E] [b6] Taylor, Shelley (NIH/NIAID) [E] [b6] Shah, Jui (NIH/NIAID) [E] [jui@b6] Keener, Jessica (NIH/NIAID) [C] [b6] Ivey, Diane (NIH/NIAID) [C] [b6] Lee, Tonia D. (NIH/NIAID) [E] [b6] Cary, Patrick (NIH/NIAID) [E] [b6] Schott, Margaret (NIH/NIAID) [E] [b6] Person, Noni (NIH/NIAID) [E] [b6] Bennett, Arthur (NIH/NIAID) [E] [b6] Coronado, Lisa (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0c4ec6e83ace49a7ab46a5cdca1c9eae-rgermain]; Tsang, John (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=966bf0c850a543cfb064bffa0206740b-beaverjm]; Santora, Kenneth (NIH/NIA/ERP) [E] [b6] [b6] Marcum, Chris (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6a51ba4a9bf54fd6a8180395074960e8-marcumcs]; Germain, Ronald (NIH/NIAID) [E] [b6] Hoffman, Hillary (NIH/NICHHD) [E] [b6] Hoffman, Hillary (NIH/NICHHD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=3869fe27631b4dcdb698193593f46102-hoffmanhe]; Hutko, Autumn (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f703f8fa780143c68262c6d78cbab083-ballarau]; Germain, Ronald (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0c4ec6e83ace49a7ab46a5cdca1c9eae-rgermain];

[E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c4669b21b374420eb94ace1b456d9aed-tsangjs]; Vogel, Susan (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a18354e56c6c45d5b4a9701770890c81-svogel]
CC: Martinez, Heather [USA] [b6] Azeez, Olumayowa (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a4d9520ed3fe4aabb8f431f9444d453e-azeezo2]

Location: Zoom Meeting Info Provided In Invite

Start: 7/27/2021 6:00:00 PM

End: 7/27/2021 7:00:00 PM

Recurrence: (none)

Required (unknown property type)

Attendees:

Optional Martinez, Heather [USA]; Hannon, Jessica [USA]

Attendees:

Please join New Media Web Policy Branch (NMWPB) for quarterly updates, resources and best practices to help your content stay up-to-date on NIAID.NIH.gov and Inside.NIAID.NIH.gov.

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Dial by your location

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[b6] US (New York)
[b6] US (San Jose)
[b6] US

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Passcode: [b6]

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Background

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From: Close, Dustin (NIH/OD) [E] [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FA781EBA5BED46EBBE496F3A13B1883C-CLOSEDB]

Sent: 2/1/2021 4:16:24 PM

To: Close, Dustin (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fa781eba5bed46ebbe496f3a13b1883c-closedb]; NIH IC Privacy Coordinators [NIHICPrivacyCoordinators@mail.nih.gov]

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Subject: NIH Privacy Coordinator Group (PCG) Meeting

Attachments: Untitled Attachment; Untitled Attachment; Untitled Attachment; Untitled Attachment; Untitled Attachment

Location: Microsoft Teams Meeting

Start: 3/24/2021 1:30:00 PM

End: 3/25/2021 3:00:00 PM

Show Time As: Free

Recurrence: Monthly
the fourth Wednesday of every 1 month(s) from 9:30 AM to 11:00 AM

Required Attendees: Close, Dustin (NIH/OD) [E]; NIH IC Privacy Coordinators

Optional Attendees: Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris

(NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Albert, Roberta (NIH/NIBIB) [E]; Clary, David (NIH/NIAMS) [E]; Berry, Thomas (NIH/NIDCD) [E]; Albertini, Brian (NIH/NINR) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Green, Yolanda (NIH/NIMH) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Amar, Anna (NIH/OD) [E]

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CC: Nair, Prema (NIH/CSR) [E] [b6] Cantilena, Barbara (NIH/NIBIB) [E] [b6] Cosme, Lillian (NIH/NIAMS) [E] [b6] Alves, Steve (NIH/OD) [E] [b6] Butler, Gloria (NIH/NHGRI) [E] [b6] Putney, Dvonte (NIH/NINDS) [E] [b6] Peterson, Trevor (NIH/NEI) [E] [b6] Folkers, Jonathan (NIH/NIAAA) [E] [b6] Dade-Vinson, Celeste (NIH/OD) [E] [b6] Brining, Sheryl (NIH/OD) [E] [b6] Cook, Karen (NIH/OD/ORS) [E] [b6] Milliard, Suzanne (NIH/NCI) [E] [b6] Cheung, Paul (NIH/NHGRI) [E] [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [rosayma.lopez-b6] Leahy, Timothy (NIH/OD) [E] [b6] Stabile, Regina (NIH/NIEHS) [E] [b6] Martin, Susan (NIH/CC/DCRI) [E] [b6] Manheim, Marianne (NIH/NHLBI) [E] [b6] Woodson, Holly (NIH/OD/ORS) [E] [b6] Chen, Eva (NIH/NIDDK) [E] [b6] Le, Vivian (NIH/NLM) [E] [lev1-b6] French, Daniel (NIH/OD) [E] [b6] Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [b6] Dickens, Jasse (NIH/NIMH) [E] [b6] LaBella, Shirley (NIH/OD) [E] [b6] Woo, Theodore (NIH/NCCIH) [E] [b6] Kennedy, Josephine (NIH/NCATS) [E] [b6] Bartok, Lauren (NIH/NIAID) [E] [b6] Twilley, Ross (NIH/OD) [E] [b6] Gheen, Valery (NIH/NHLBI) [E] [b6] Reter, Roy (NIH/NIEHS) [E] [b6] Callwood, Aubrey (NIH/NICHD) [E] [b6] Ratliff, Shaun (NIH/OD) [E] [b6] Frimpong, Eno (NIH/OD) [E] [b6] Yang, Amy (NIH/NIDCD) [E] [b6] Schaaf, Mark (NIH/NIDCR) [E] [b6] Barreros, Tamara (NIH/OD/ORS) [E] [b6] Smith, Marcia (NIH/FIC) [E] [smithm-b6] Ngo, Nam (NIH/NCATS) [E] [b6] Lansiquot, Boniface (NIH/NEI) [E] [b6] Jezioro, Maddie (NIH/NIA/ERP) [E] [b6] Squiers, Chris (NIH/NIDA) [E] [b6] Yager, Kelly (NIH/NIDDK) [E] [b6] Amarante, Rusinel (NIH/NIGMS) [E] [b6] Nair, Prema (NIH/CSR) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e248fc54a660499492748c80fb2f125c-nairpg]; Cantilena, Barbara (NIH/NIBIB) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=9502efaa74cd459db80025132eda47cb-cantileb]; Cosme, Lillian (NIH/NIAMS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7d6a9ba65b7e4e6fb59b74469a9131fb-cosmei]; Alves, Steve (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8f567253a5f24a2dbcbcd0c2f37ebff5-alvess]; Butler, Gloria (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=11fc9be6224c4ad182dd7598ba73fb9f-gloriab]; Putney, Dvonte (NIH/NINDS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=06d7b61f8bba4b0f8097916b7c4cf418-putneydm]; Peterson, Trevor (NIH/NEI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=442290b4949b4dd68174291cea7d6365-petersot]; Folkers, Jonathan (NIH/NIAAA) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7cebe4d17ca142a18f129a6e10608bd6-jfolkers]; Dade-Vinson, Celeste (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=5d2e8e7feb7f47e0ad93af789e7cd15b-dadecele]; Brining, Sheryl (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=81468af5fe924e21a9c564a87bb2d3e8-brinings]; Cook, Karen (NIH/OD/ORS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0c4f7702dfb04b2da65f922cd21c4de7-cookk]; Milliard, Suzanne (NIH/NCI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=da97451639ef4029beec7c88f82025ed-milliaris]; Cheung, Paul (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=155d366d49d44a22a6a68215635935a7-cheungp]; Lopez-Ramirez, Rosayma (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7a3bce4b96814aef89a926c45ec3559c-lopezramire]; Leahy, Timothy (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group

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Office of the Senior Official for Privacy (OSOP)

Privacy Coordinator Group (PCG) Meeting Agenda

DATE	March 25, 2021	LOCATION	Microsoft Teams
TIME	9:30am – 11:00am	FACILITATOR	Dustin Close, NIH Privacy Program Lead

30 mins	PCG Teams Site Demo, Q&A, and Open Discussion	<i>Dustin Close</i>
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15 mins	Privacy Act Applicability Memos and PIA Requirements	<i>Dan French</i>
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30 mins	Third Party Websites and Applications Process	<i>Dustin Close</i>
	OMB M-10-23, Guidance for Agency Use of Third-Party Websites and Applications – Open Government	
	Processes and Procedures (MC 1745-1) – Who are the stakeholders?	
	How are ICOs handling these requests?	

15 mins	SOP Update	<i>Celeste Dade-Vinson</i>
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15 mins	PCG Open Forum	<i>Participants</i>
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NIH Policy Manual

1745-1 - NIH Privacy Impact Assessments

Issuing Office: OD/OM/OMA, OD/OCIO **Phone:** (301) 496-2832

Release Date: 2/03/2021 ?

Transmittal Notice

1. **Explanation of Material Transmitted:** This manual chapter outlines responsibilities for complying with the National Institutes of Health (NIH) policy on conducting privacy impact assessments (PIA) on all Information Technology (IT) Systems and Third-Party Websites and Applications (TPWAs) owned, operated, or controlled by NIH, in addition to those set forth by the Department of Health and Human Services (HHS), Titles II and III of the E-Government Act of 2002, and Office of Management and Budget (OMB) guidance. This policy also applies to NIH IT Systems and uses of TPWAs that are developed, operated and/or maintained on behalf of NIH by contract personnel. This revision updates terms, organizations, and hyperlinks.
2. **Filing Instructions:**
 - **Remove:** NIH Manual 1745-1, dated 06/13/2014.
 - **Insert:** NIH Manual 1745-1, dated 02/03/2021.
3. **PLEASE NOTE:**
 - For information on the Privacy Act of 1974 as amended, OMB and HHS guidance related to privacy, and the privacy mandates contained in the E-Government Act of 2002 and Federal Information Security Modernization Act of 2014 (FISMA), contact the NIH Senior Official for Privacy (SOP), Division of Compliance Management (DCM), Office of Management Assessment (OMA), Office of Management (OM), Office of the Director (OD) at (301) 496- 4606 or via email at: privacy@mail.nih.gov.
 - For information on the content of this chapter and additional privacy resources, visit the Website of the NIH Office of the Senior Official for Privacy (OSOP) at: <https://oma.od.nih.gov/DMS/Pages/Privacy-Program.aspx>.
 - For information on the NIH Policy Manual, contact the Division of Compliance Management (DCM), OMA at (301) 496-4606 or enter the URL: <https://oma.od.nih.gov/DMS/Pages/Manual- Chapters.aspx>.

A. Purpose

This manual chapter establishes policies and procedures based upon requirements and guidance set forth by the Federal Government, OMB, and HHS to conduct privacy impact assessments (PIAs) for all IT Systems, and uses of Third-Party Websites and Applications (TPWAs) owned or operated by the NIH Institutes, Centers, and Offices (ICO), or contractors working on behalf of the agency.

B. Scope

Privacy impact assessments (PIAs) provide a documented process to identify and protect personally identifiable information (PII) throughout the information lifecycle belonging to NIH staff, patients, public citizens, business partners and associates, vendors and contractors. They ensure that the government has considered necessary safeguards for PII that is passed through, collected, maintained, or disseminated in its IT Systems and uses of TPWAs.

C. Policy

1. A PIA or, at a minimum, a Privacy Threshold Analysis (PTA) is required to be conducted on all IT Systems, and each use of a TPWA, whether in existence, under development, or undergoing modification, as defined by the E-Government Act of 2002, OMB guidance, HHS policy and supporting guidance. The results of the PTA may require that a full PIA be conducted.
2. NIH ICOs must update PIAs for IT Systems and uses of TPWAs that undergo a major change, as defined in OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*.
3. A PIA is a living document that must be updated in conjunction with a Security Assessment and Authorization (SA&A) package. All IT System PIAs must also be updated when a **major change** occurs within the IT System (see list of "Major Changes" under section F. Definitions).
4. Reviews of IT System and TPWA PIAs must be completed when changes create new privacy risks, when new elements of PII are added to the system or the TPWA, and/or every three (3) years absent a major change.
5. All PII collected on an individual must be the minimum amount necessary and must be kept up to date. A privacy policy and notice regarding the usage of PII must be clearly displayed on the IT System and TPWA Websites or provided in writing prior to the collection of PII.
6. Individuals whose PII is maintained within the IT System or TPWA must receive notification when a major change occurs to the IT System or to the use of a TPWA that may potentially affect their PII and how it is used.
7. All personnel using/operating IT Systems and TPWAs must be trained, educated, and made aware of their responsibilities for protecting any PII stored. All NIH staff (employees and contractors) must complete mandatory, annual training on NIH

Information Security and Information Management Training found at:
<http://irtsectraining.nih.gov>.

8. All portions of the PIA must be completed on the appropriate PIA form and submitted via the current PIA reporting tool for internal review and approval by the NIH Senior Official for Privacy (SOP).
9. All IT System and TPWA PIAs must be submitted through appropriate ICO channels, to the NIH SOP upon completion. The NIH SOP will submit them to HHS for review. The *Third-Party Website and Applications Checklist* (see Appendix A) must be completed prior to implementing and using a TPWA. A summary of the PIA will be made publicly available on the HHS PIA Website at: <http://www.hhs.gov/pia/>.
10. All IT Systems and uses of TPWAs subject to the Privacy Act must cite an appropriate Privacy Act System of Records Notice (SORN). The SORN is published in the Federal Register to inform the public what information is collected, how it is used, how individuals may gain access to information about themselves, and other specific details.
11. All new and updated IT Systems and uses of TPWAs that collect, maintain, and/or disseminate PII must:
 - a. Have policies in place about the collection, retention, and destruction of PII; and,
 - b. Include a complaint process for individuals who believe their PII has been used inappropriately or is inaccurate.

D. Responsibilities

PIAs provide a documented process to identify and protect PII belonging to NIH staff, patients, public citizens, business partners and associates (Federal, state, local agencies), vendors, suppliers and contractors. They ensure that the government has considered necessary safeguards for PII that is passed through, collected, maintained, or disseminated in its IT Systems and authorized TPWAs. Personnel identified as leads responsible for assisting in the completion and/or review process of PIAs include:

1. HHS Senior Agency Official for Privacy (SAOP)

- a. Ensures there is an HHS framework to facilitate the development and maintenance of PIAs;
- b. Reviews and approves Operating Division (OpDiv) and Staff Division (StaffDiv) PIAs prior to posting them to the HHS.gov website for public review;
- c. Coordinates policy with Departmental privacy points of contact (POC);
- d. Establishes Departmental PIA policy and procedures; and
- e. Manages the development and submission of the Federal Information Security Modernization Act (FISMA) Privacy Management Report.

2. NIH Senior Official for Privacy (SOP)

- a. Establishes an NIH policy framework to facilitate the development and maintenance of PIAs;
- b. Ensures that NIH staff comply with this policy;

- c. Ensures the oversight of this policy is carried out through a coordinated effort between OMA and the NIH Office of the Chief Information Officer (OCIO);
- d. Coordinates training for ICO Privacy Coordinators (ICOPCs) and other key stakeholders on how to conduct PIA reviews and their requirements;
- e. Reviews completed PIAs and attests that they are completed accurately;
- f. Processes and stores PIAs in the current reporting tool;
- g. Submits PIAs to the Department and seeks revisions from the NIH PIA author with assistance from the ICOPC if errors are found;
- h. Supports the HHS SAOP in FISMA and ad hoc privacy reporting activities; and,
- i. Makes recommendations to senior level officials with budgetary authority to allocate proper resources to mitigate privacy weaknesses found in IT Systems and uses of TPWAs, as documented in their corresponding PIAs.

3. NIH Privacy Act (PA) Officer

- a. Serves as the NIH point of contact for issues related to the Privacy Act;
- b. Communicates and collaborates with ICOPCs regarding the awareness of privacy laws, regulations, and issues within NIH; and,
- c. Collaborates with ICOPCs to conduct information training sessions for IT System and TPWA Owners/Managers regarding new legislation and procedures relating to the Privacy Act, E-Government Act, and FISMA.

4. NIH Chief Information Security Officer (CISO)

- a. Ensures that oversight of this policy is carried out through a coordinated effort between the OCIO and OMA;
- b. Provides oversight for the security controls necessary to support NIH privacy requirements;
- c. Ensures that all NIH Security Assessment and Authorization (SA&A) packages include updated and completed PIAs;
- d. Maintains the NIH Security Authorization Tool (NSAT) where PIAs are processed and stored;
- e. Collaborates with the NIH SOP to generate the annual and/or quarterly FISMA and Agency Privacy Management Report submissions to HHS; and,
- f. Facilitates reporting of privacy and security requirements to HHS and HHS Office of the Inspector General (OIG) auditors.

5. ICO Communications Director and Webmaster

- a. Coordinates with the ICOPC to determine uses of TPWAs that are subject to OMB Memorandum M-10-22, *Guidance for Online Use of Web Measurement and Customization Technologies*, and OMB Memorandum M-10-23, *Guidance for Agency Use of Third-Party Websites and Applications*, HHS policy and implementing guidance, and any subsequent federal law or guidance that impacts OMB guidance; and,
- b. Works with the NIH SOP to develop and review PIAs for uses of TPWAs in accordance with OMB guidance and HHS policy.

6. ICO Privacy Coordinator (ICOPC)

- a. Coordinates completion, review, and approval of PIAs within each ICO;
- b. Tracks and monitors the PIA requirements and reporting progress for the ICO;
- c. Responds to IT System and TPWA Owner/Manager inquiries regarding privacy related federal legislation and guidance, HHS and NIH policy and guidance; and,
- d. Completes the final review of a PIA before approval by the NIH SOP.

7. ICO Information Systems Security Officer (ISSO)

- a. Assists the ICOPC, IT System and TPWA Owner/Manager with the completion of PIAs by answering any questions pertaining to security; and,
- b. Provides guidance and support to ICOs to implement IT security controls that enhance privacy compliance.

8. ICO IT System and/or TPWA Owner/Manager

- a. Serves as a PIA author or identifies staff within the ICO with sufficient knowledge of the IT System or use of a TPWA in order to complete the PIA;
- b. Maintains responsibility for ensuring compliance with the PIA policy for IT Systems and uses of TPWAs under their responsibility within the ICO;
- c. Serves as a POC for specific IT Systems or uses of TPWAs to whom PIA questions may be directed;
- d. Refers complex PIA questions and privacy issues to the ICOPC as appropriate;
- e. Refers complex SA&A questions and security control issues to the ICO ISSO;
- f. Responds to inquiries regarding the function, content, and disclosure practices of IT Systems and uses of TPWAs;
- g. Coordinates with ICOPC to maintain accuracy of information contained in the PIAs in the current PIA reporting tool;
- h. Coordinates with appropriate NIH privacy, security and other key stakeholders such as the ICO Paperwork Reduction Act (PRA) Liaison, Records Liaison, Communications Director, and/or Webmaster, to complete PIAs;
- i. Notifies the ICOPC or ISSO of a new use of an IT System, TPWA or if a major change occurs that may potentially affect PII and how it is used;
- j. Identifies any additional resources needed to complete PIAs; and,
- k. Updates NIH management on the progress of PIA completion.

E. References

Laws:

- 1. Privacy Act of 1974, (5 U.S.C. 552a, as amended) (Public Law 93-579) (December 31, 1974): <https://www.justice.gov/opcl/privacy-act-1974>
- 2. Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501) (Public Law 104-13) (May 22, 1995): <http://www.reginfo.gov/public/reginfo/prs.pdf>

3. Children's Online Privacy Protection Act (COPPA) of 1998, (15 U.S.C. 6501) (Public Law 105- 277) (October 21, 1998): <http://www.ftc.gov/ogc/coppa1.htm>
4. Clinger-Cohen Act of 1996, (40 U.S.C. Section 1401) (Public Law 104-106) (February 10, 1996) (also known as the Information Technology Management Reform Act): <http://www.fismacenter.com/Clinger%20Cohen.pdf>
5. Computer Security Act of 1987, (15 U.S.C. Chapter 7, 40 U.S.C. Section 1441) (Public Law 100- 235) (January 8, 1988): <https://www.gpo.gov/fdsys/pkg/STATUTE-101/pdf/STATUTE-101-Pg1724.pdf>
6. E-Government Act of 2002 (E-GOV) Section 208, (44 U.S.C. Chapter 36) (Public Law 107-347 Title II) (December 17, 2002): <https://www.gpo.gov/fdsys/pkg/PLAW-107publ347/pdf/PLAW-107publ347.pdf>
7. Federal Information Security Modernization Act (FISMA) of 2014: Pub. L. 113-283, 128Stat. 3073 (Dec. 18, 2014) (primarily codified at 44 U.S.C. chapter 35, subchapter 11), *available at* <https://www.govinfo.gov/content/pkg/PLAW-113publ283/pdf/PLAW-113publ283.pdf>

National Institute of Standards and Technology (NIST) Guidance:

1. NIST SP 800-53 Rev 4, Security and Privacy Controls for Federal Information Systems and Organizations (April 2013): <https://csrc.nist.gov/publications/detail/sp/800-53/rev-4/final>
2. NIST SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII) (April 2010): <https://csrc.nist.gov/publications/detail/sp/800-122/final>

Office of Management and Budget Guidance:

OMB Circulars:

1. Office of Management and Budget Circular A-11, Information Technology and E-Government: http://www.obamawhitehouse.gov/sites/default/files/omb/assets/a11_current_year/s300.pdf
2. OMB Circular A-130, Management of Federal Information Resources (July 28, 2016): <https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/OMB/circulars/a130/a130revised.pdf>

OMB Memoranda:

1. M-03-22, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002 (September 30, 2003): <https://www.whitehouse.gov/wp-content/uploads/2017/11/203-M-03-22-OMB-Guidance-for-Implementing-the-Privacy-Provisions-of-the-E-Government-Act-of-2002-1.pdf>
2. M-06-15, Safeguarding Personally Identifiable Information (May 22, 2006): <https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2006/m-06-15.pdf>
3. M-06-16, Protection of Sensitive Agency Information (June 23, 2006): <https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2006/m06-16.pdf>

- pdf
4. M-10-22, Guidance for Online Use of Web Measurement and Customization Technologies (June 25, 2010):
https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/memoranda_2010/m10-22.pdf
 5. M-10-23, Guidance for Agency Use of Third-Party Websites and Applications (June 25, 2010):
http://www.obamawhitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-23.pdf
 6. M-17-12, Preparing for and Responding to a Breach of Personally Identifiable Information (January 3, 2017):
https://obamawhitehouse.archives.gov/sites/default/files/omb/memoranda/2017/m-17-12_0.pdf

HHS Privacy Policy and Guidance:

1. HHS-OCIO Policy for Information Systems Security and Privacy (IS2P):
<https://intranet.hhs.gov/technical-support/cybersecurity/policies-standards-memoranda-guides/policies>
2. HHS-OCIO Policy for Privacy Impact Assessment (PIA):
<https://www.hhs.gov/web/governance/digital-strategy/it-policy-archive/policy-for-privacy-impact-assessments.html>
3. HHS Rules of Behavior for Use of HHS Information Resources:
<http://www.hhs.gov/ocio/policy/hhs-rob.html>

NIH Policy, Provisions and Guidelines:

1. NIH Manual Chapter 1743, Managing Federal Records:
<https://policymanual.nih.gov/1743>
2. NIH Manual Chapter 1745, NIH Information Technology (IT) Privacy Program:
<https://policymanual.nih.gov/1745>
3. 1745-2, NIH Privacy and Security Incident and Breach Response Policy:
<https://policymanual.nih.gov/1745-2>
4. NIH Manual Chapter 1825, Information Collection from the Public:
<https://policymanual.nih.gov/1825>
5. NIH Manual Chapter 2804, NIH Public-facing Web Management:
<https://policymanual.nih.gov/2804>
6. NIH Manual Chapter 2805, NIH Web Privacy Policy:
<https://policymanual.nih.gov/2805>
7. NIH Information Security Policy Handbook:
<https://ocio.nih.gov/InfoSecurity/Policy/Pages/default.aspx>

F. Definitions

1. **Awareness, Training, and Education:** Includes (1) awareness programs that engage changing organizational attitudes towards promoting the importance of privacy and the

adverse consequences of its failure; (2) training to identify, develop, and improve the skills that enable staff to perform their jobs more effectively; and (3) education programs targeted for privacy professionals (defined in NIST SP 800-12, *An Introduction to Computer Security: The NIST Handbook*).

2. **E-Government Act of 2002:** Title II of the E-Government Act of 2002 requires federal agencies to conduct PIAs before developing or procuring IT Systems that collect, maintain, or disseminate PII. Once completed, the agency's Chief Information Officer (CIO), or an equivalent official, must review the Privacy Impact Assessments (PIAs). Additional requirements include making PIAs publicly accessible and posting a machine-readable privacy notice on publicly facing Websites [defined in the HHS Cybersecurity Program's guidance entitled, *Standard Operating Procedures for Completing a Privacy Impact Assessment*, and in the *E-Government Act of 2002* Section 208, (44 U.S.C. Chapter 36) (Public Law 107-347 Title II) (December 17, 2002)].
3. **Federal Information Security Modernization Act (FISMA) of 2014:** Amends the Federal Information Security Management Act of 2002 (FISMA) and provides several modifications that modernize Federal security practices to address evolving security concerns. These changes result in less overall reporting, strengthen the use of continuous monitoring in systems, increase focus on the agencies for compliance, and lead to reporting that is more focused on the issues caused by security incidents (defined in 44 U.S.C. § 3552).
4. **Information Technology (IT):** Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an executive agency. Equipment is considered used by an executive agency if used directly or used by a contractor under a contract with the executive agency, which: (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources (defined in 40 U.S.C., Section 5002, the *Clinger-Cohen Act of 1996*).
5. **IT System:** A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (defined in NIST Special Publication 800-53, Revision 4, entitled *Security and Privacy Controls for Federal Information Systems and Organizations*).
6. **Major Change:** Any change that is made to the IT System environment or operation of the system. PIAs should be conducted following any major change, including, but not limited to:
 - Conversions: A conversion from paper-based methods to electronic systems.
 - Anonymous to Non-Anonymous: When the system's function, as applied to an existing information collection, changes anonymous information into PII.
 - Significant System Management Changes: When new uses of an existing IT System, including application of new technologies, significantly change the

process of managing PII in the system.

- Significant Merging: When agencies adopt or alter business processes so that government databases holding PII are merged, centralized, matched with other databases, or otherwise significantly manipulated.
- New Public Access: When user-authenticating technology (e.g., password, digital certificate, biometric) is newly applied to an electronic information system, which can be accessed by the public.
- Commercial Sources: When PII is obtained from commercial or public sources and is systematically integrated into the existing information system database.
- New Interagency Uses: When agencies work together on shared functions involving significant new uses or exchanges of PII.
- Internal Flow or Collection: When alteration of a business process results in significant new uses or disclosures of information or incorporation into the system of additional PII; and,
- Alteration in Character of Data: When new PII added to a collection raises the risk to personal privacy, such as the addition of health or privacy information.
- (Defined in OMB Memorandum M-03-22, *Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).

7. **Personally Identifiable Information (PII):** Information that can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, user login, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and/or place of birth, mother's maiden name, etc. (defined in OMB Memorandum M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information*).
8. **Privacy Act Record:** Any item, collection, or group of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and contains a name, identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph (defined in the Privacy Act of 1974).
9. **Privacy Act System of Records Notice (SORN):** All systems with Privacy Act information contained within them are required to publish a "Records Notice" in the Federal Register that informs the public what information is contained in the system, how it is used, how individuals may gain access to information about themselves, and other specific aspects of the system (defined in the OMB Circular A-108, *Federal Agency Responsibilities for Review, Reporting, and Publication under the Privacy Act*).
10. **Privacy Impact Assessment (PIA):** An analysis of how information is handled: (i) to ensure it conforms to applicable legal, regulatory, and policy requirements regarding privacy, (ii) to determine the risks and effects of collecting, maintaining and disseminating information in identifiable form in an electronic information system, and (iii) to examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks. A privacy impact assessment is both an analysis and a formal document detailing the process and the outcome of the analysis (defined in OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).

11. **Privacy Notice:** A brief description of how the agency's privacy policy will apply in a specific situation. Serve to notify individuals before they engage with an agency, Website or application where they make their PII available to the agency (defined in OMB Memorandum M-99-18, *Privacy Policies on Federal Web Sites* and OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).
12. **Privacy Policy:** A consolidated explanation of the agency's general privacy-related practices that pertain to its official Website and its other online activities. Federal agencies must protect an individual's right to privacy when they collect personal information. This is required by the Privacy Act, 5 U.S.C. 552a, and OMB Circular No. A-130, *Management of Federal Information Resources*.
13. **Privacy Policy in Standardized Machine-Readable Format:** Means a statement about site privacy practices written in a standard computer language (not English text) that can be read automatically by a web browser. (defined in OMB Memorandum M-99-18, *Privacy Policies on Federal Web Sites* and OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).
14. **Privacy Threshold Analysis (PTA):** A basic privacy analysis to determine whether or not an entity reaches the threshold that requires a full PIA to be completed.
15. **Senior Agency Official for Privacy (SAOP):** An individual selected by the Department to have agency-wide oversight in implementing and ensuring compliance with privacy legislation (defined in OMB Memorandum M-16-24, *Role and Designation of Senior Agency Officials for Privacy*).
16. **System of Records:** A group of records under the control of any agency where information is retrieved by the name of the individual, by some identifying number or symbol, or by other identifiers assigned to the individual [defined in the HHS Cybersecurity Program document entitled *Standard Operating Procedures for Completing a Privacy Impact Assessment (PIA) Guide*].
17. **Third-Party Websites and Applications (TPWA):** Web-based technologies that involve significant participation of a nongovernment entity. Often these technologies are located on a ".com" website or other location that is not part of an official government domain. However, TPWAs can also be embedded or incorporated on an agency's official website (defined in OMB Memorandum M-10-23, *Guidance for Agency Use of Third-Party Websites and Applications*).
18. **Website:** A collection of interlinked electronic pages (on either Internet or intranet sites) with a related topic, usually under a single domain name, which includes an intended starting file called a "home page." From the home page, access is gained to all the other pages on the Website (defined in the HHS Cybersecurity Program document entitled *Standard Operating Procedures for Completing a Privacy Impact Assessment (PIA) Guide*).

Appendix A: Third-Party Websites and Applications (TPWA) Checklist

Purpose

The purpose of this checklist is to provide guidance on identification of appropriate Third-Party Websites and Applications (TPWA). TPWAs are used to engage openly with the public where they offer new tools that will help people to connect with their government, promoting the goals of transparency, participation, and collaboration.

Roles and Responsibilities

1. ICO Privacy Coordinator (ICOPC): Responsible for identifying the necessary staff to complete the TPWA Privacy Impact Assessment (PIA). Individuals that complete the TPWA PIA are referred to as PIA Authors. PIA Authors should possess the knowledge and ability to understand all the issues raised by the TPWA PIA.
2. ICO Information Systems Security Officer (ISSO): Has sufficient understanding of the Department's information technology (IT) management procedures. Examples of roles that may be chosen to serve as the PIA Author include program manager, Web managers, or communications personnel.
3. Stakeholders: Employee(s) driving this request.
4. ICO or OD Communications Director: Determine the appropriate strategy and tools for your audience and mission and to obtain any required ICO approval(s) to use social and new media.
5. Office for the Senior Official for Privacy (OSOP): Collaborates, reviews and promotes the TPWA PIA to HHS for final approval.
6. Office of the Chief Information Officer / Information Security and Awareness Office (OCIO ISAO): Reviews TPWA submission to verify validity.

Process

1. Identify need.
2. Identify internal resources which can meet the need.
3. If internal resources are not available, identify TPWAs that can meet the need.
4. Determine whether the TPWA has a prior approval for use at NIH or HHS.
5. If the TPWA selected does not have a prior approval you must:
 - a. Evaluate the security of the tool and what risks its use pose to NIH and the public.
 - b. Determine whether the Terms of Service are acceptable to NIH.
 - c. Determine whether the TPWA can support official agency branding and obtain guidance on how to use NIH or ICO branding properly.
 - d. Determine whether the TPWA supports Section 508 Accessibility Compliance.
 - e. Ensure the TPWA is configured securely to protect NIH activities.
 - f. Ensure the TPWA is configured and used in ways that protect the public's privacy
 - g. Create a TPWA PIA and publish it

TPWAs and Terms of Service

Check the following sites to see if a TPWA has been approved:

- Government Services Administration ([GSA](#)) [Third-Party Websites and Applications with Signed Terms of Service](#).
- [HHS Terms of Service \(TOS\)](#) agreement for TPWAs provides a list of official government use social media tools that are offered to the agency.
- Contact the Assistant Secretary for Public Affairs (ASPA) Digital at digital@hhs.gov if you are interested in a tool that is not on the list and that you would recommend they should pursue.
- You may contact the [Office of the General Counsel, Public Health Division, NIH Branch](#) if you have questions about whether your ICO can agree to the terms and conditions of the Third-Party website or Application (TPWA) and/or the licensing agreement supplied by the vendor.
- [NIH Approved Umbrella TPWAs](#)

IT Security

- ☐ Read the [NIH IT General Rules of Behavior](#) to be aware of how users of NIH IT are responsible for information security and are held accountable for their actions.
- ☐ Read Office of Management and Budget ([OMB](#)) [M-10-23, Guidance for Agency Use of Third- Party Websites and Applications](#)
- ☐ Read [HHS Policy for Personal Use of Information Technology Resources](#) for policy and other information on how NIH IT resources may or may not be used.
- ☐ Contact your ICO or OD [Information Systems Security Officer \(ISSO\)](#) to determine appropriate IT security practices and whether the technology meets applicable security standards

Official Agency Sources of Information, Branding, and Copyrighted Content

The TPWA must be appropriately identified as an official agency communications channel to distinguish its activities from those of non-governmental actors. The TPWA account must clearly indicate that it is an official government account.

- ☐ Contact the [NIH Office of Communications and Public Liaison \(OCPL\)](#) to obtain permission to use trademarked images and logos.
- ☐ Read [NIH Manual Chapter 1186, Use of NIH Names and Logos](#).
- ☐ All ICOs shall include a link to their program specific website content.
- ☐ Use official NIH graphics that clearly identifies your program's ownership or sponsorship as a government entity.

Accessibility

- ☐ Ensure content posted or produced through the use of new technologies is accessible to people with disabilities and in compliance with Section 508 of the Rehabilitation Act of 1973; see for [Section 508](#) for current policy and standards, guidance and other information.
- ☐ Contact your [ICO Section 508 Coordinator](#) or the NIH OCIO [Section 508 Team](#) with questions or assistance on compliance.

Information Collection from the Public

- ☐ Read [Information Collection under the Paperwork Reduction Act \(PRA\)](#) to determine if the uses of social media and web-based interactive technologies are information collections subject to the PRA and require approval from the Office of Management and Budget.
- ☐ Read [NIH Manual Chapter 1825, Information Collection from the Public](#) for a description of NIH policies and procedures governing the collection of information from the public.
- ☐ Contact the NIH [Project Clearance Branch](#) to determine appropriate clearance functions concerning public information activities (i.e., regulations, survey interviews, customer satisfaction surveys, website questionnaires and epidemiology research).

Do not solicit formal or informal consensus advice from the public using web technologies.

Protecting Privacy

Create External Alert

- If the public navigates to the TPWA via an external hyperlink, your ICO must implement an alert to notify the public that they are being directed to a non-governmental website.
- ☐ When necessary, update the Operating Division (OPDIV) Privacy Policy and [Machine-Readable Privacy Policy](#) to describe the use of a TPWA.
- The term “Privacy Policy” refers to a single, centrally located statement of the Website’s privacy standards and processes, which is accessible from the official homepage of the ICO. It is a consolidated explanation of the general privacy-related practices that pertain to the official Website and other online activities. It must be updated to include required information about the use of the TPWA.
- ☐ Post a *Privacy Notice* when feasible.
- A “Privacy Notice” is a brief description of how the privacy policy will apply in a specific situation. *It should be conspicuous, salient, clearly labeled, written in plain language, and prominently displayed at all locations where the public might make PII*

available to NIH. Due to technical limitations, the use of some TPWAs may make it difficult to post a privacy notice (i.e., Twitter's character limitation). When feasible, the ICO should make every effort to ensure that a privacy notice is posted.

- ☐ Ensure the TPWA has a signed Terms of Service. This applies to no-cost (free) tools only.
- ☐ Read OMB Memorandum 10-22 and 10-23, Guidance for Agency Use of Third-Party websites and Applications to determine the steps necessary to protect individual privacy when using TPWAs to engage with the public.
- ☐ Read NIH Manual Chapter 2805, NIH Web Privacy Policy for additional guidance to determine the policy and procedures for ensuring the privacy and protection of personal information maintained and disseminated via NIH websites.

Use a Tier 3 Web Technologies*

- ☐ Read OMB Memorandum 10-22, Guidance for Online Use of Web Measurement and Customization Technologies to determine the requirements for agency use of web measurement and customization technologies.

* Tier 3 refers to any use of a multi-session Web measurement and customization technology when PII is collected (including when the agency is able to identify an individual as a result of its use). Web measurement and customization technologies that fall into the Tier 3 category are referred to as "a Tier 3 multi-session technology."

Record Keeping/Records Retention

- ☐ Contact your ICO Records Liaison to determine appropriate records schedule and records management practices.

Comments and Moderating

- ☐ Determine and document a process to moderate (review and clear) comments. Use the NIH Comment Guidelines whenever possible.
- ☐ Clearly link to or display a comment policy if you will allow the public to make PII available to the agency (e.g., "friending," "following," "liking," joining a "group," becoming a "fan," and comparable functions).

Linking, Liking, following and Endorsement

- ☐ Ensure web pages containing links to external web pages not located on the NIH network provide a statement adjacent to the link or a "pop-up" disclaimer that explains that visitors are being directed to an external, government or non-government website that may have different privacy policies from those of the NIH official website.

- ☐ Determine what entities are appropriate to link/like/follow/endorse from your account.

Create the TPWA PIA

- ☐ Create the TPWA PIA using the HHS TPWA PIA Form
- ☐ Submit completed TPWA PIA to the NIH Privacy Office. Once completed by all ICO parties, forward to privacy@mail.nih.gov for OSOP and OCIO ISAO concurrent review. Upon NIH Privacy Office and OCIO ISAO approval, Privacy will submit the PIA to HHS for final approval.
- ☐ Store signed TPWA PIAs at the ICO level. Once HHS approved, Privacy will forward a signed copy to the ICO and add it to the TPWA inventory on the Privacy SharePoint site.

Maintain the TPWAs PIA

- ☐ Review yearly. In addition to maintaining an approved copy of the TPWA PIA, ICO must review PIAs annually to ensure the PIAs comply with current privacy practices and reflects the current agency practices.

How to determine if a website/application qualifies as a TPWA – take the “litmus test”:

1. Is the Website or application part of an authorized law enforcement, national security, or intelligence activity?
 - a. Yes? Other privacy laws will apply to the information collection. Therefore, you do not need to complete a TPWA PIA.
 - b. No? Continue to Question 2.

1. Is the Website or application intended to be used for internal HHS/OPDIV activities only?
 - a. Yes? You do not need to complete a TPWA PIA.
 - b. No? Continue to Question 3.

1. Does HHS/OPDIV own or have contractual control of the operation or maintenance of the Website or application?
 - a. Yes? You do not need to complete a TPWA PIA. However, you must ensure an IT System PIA was conducted previously on the Website or application (e.g., network, server or database).

b. No? Continue to Question 4.

1. Does another Federal department or agency own or have contractual control of the operation or maintenance of the Website or application?

a. Yes? You do not need to complete a TPWA PIA.

b. No? Continue to Question 5.

1. Is the Website or application intended to involve members of the public?

a. Yes? You need to complete a TPWA PIA. Please collaborate with key stakeholders within your OPDIV, as needed.

b. No? Continue to Question 6.

1. Was the Website or application designed for the purpose of implementing the Open Government Directive principles of transparency, participation and/or collaboration?

a. Yes? You need to complete a TPWA PIA. Please collaborate with key stakeholders within your OPDIV, as needed.

b. No? It is not a TPWA. Stop here.

The "litmus test" may suggest it's not a TPWA, however, you should always check with your ISSO/OCIO for further evaluation. It may be an internal tool that should still be assessed or could require inclusion to an organization's IT inventory.

References

Office of Management and Budget (OMB) Memorandum (M)10-23, Guidance for Agency Use of Third- Party Websites and Applications, allows the use of TPWAs in support of Open Government principles. [NIH Privacy Web site](#)

[NIH Security Authorization Tool \(NSAT\)](#) [NIH Social Media Guidelines](#)

[HHS Third-Party Websites and Applications with signed Terms of Service](#) [HHS TPWA Standard Operating Procedures \(SOP\)](#)

[HHS TPWA PTA PIA Form](#)

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End: 5/27/2021 3:00:00 PM

Recurrence: (none)

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Start: 9/22/2021 1:30:00 PM

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The NIH Privacy Coordinator Group (PCG) Meeting is held the fourth Wednesday of every other month, 9:30am – 11:00am. The agenda and supporting materials are attached.

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End: 7/28/2021 3:00:00 PM

Recurrence: (none)

Optional Attendees: Albertini, Brian (NIH/NINR) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Albert, Roberta (NIH/NIBIB) [E]; Clary, David (NIH/NIAMS) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Green, Yolanda (NIH/NIMH) [E]; Amar, Anna (NIH/OD) [E]; Berry, Thomas (NIH/NIDCD) [E]; Currie, Mikia (NIH/OD) [E]; Abdelmouti, Tawanda (NIH/OD) [E]

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To: Close, Dustin (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fa781eba5bed46ebbe496f3a13b1883c-closedb]; NIH IC Privacy Coordinators [NIHICPrivacyCoordinators@mail.nih.gov]

CC: Nair, Prema (NIH/CSR) [E] [nairpg@csr.nih.gov]; Cantilena, Barbara (NIH/NIBIB) [E] [cantileb@mail.nih.gov]; Cosme, Lillian (NIH/NIAMS) [E] [lillian.cosme@nih.gov]; Alves, Steve (NIH/OD) [E] [alvess@od.nih.gov]; Butler, Gloria (NIH/NHGRI) [E] [gloriab@mail.nih.gov]; Putney, Dvonte (NIH/NINDS) [E] [dvonte.putney@nih.gov]; Peterson, Trevor (NIH/NEI) [E] [trevor.peterson@nih.gov]; Folkers, Jonathan (NIH/NIAAA) [E] [jfolkers@mail.nih.gov]; Dade-Vinson, Celeste (NIH/OD) [E] [celeste.dade-vinson@nih.gov]; Brining, Sheryl (NIH/OD) [E] [brinings@mail.nih.gov]; Cook, Karen (NIH/OD/ORS) [E] [kcook@exchange.nih.gov]; Milliard, Suzanne (NIH/NCI) [E] [milliards@mail.nih.gov]; Amar, Anna (NIH/OD) [E] [anna.amar@nih.gov]; Lopez-Ramirez, Rosayma (NIH/OD) [E] [rosayma.lopez-ramirez@nih.gov]; Leahy, Timothy (NIH/OD) [E] [leahyt@od.nih.gov]; Stabile, Regina (NIH/NIEHS) [E] [regina.stabile@nih.gov]; Martin, Susan (NIH/CC/DCRI) [C] [smartin@cc.nih.gov]; Cheung, Paul (NIH/NHGRI) [E] [paul.cheung@nih.gov]; Manheim, Marianne (NIH/NHLBI) [E] [marianne.manheim@nih.gov]; Woodson, Holly (NIH/OD/ORS) [E] [holly.woodson@nih.gov]; Chen, Eva (NIH/NIDDK) [E] [eva.chen@nih.gov]; Le, Vivian (NIH/NLM) [E] [lev1@mail.nlm.nih.gov]; French, Daniel (NIH/OD) [E] [frenchda@mail.nih.gov]; Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [susan.tucker@nih.gov]; Dickens, Jasse (NIH/NIMH) [E] [jasse.dickens@nih.gov]; LaBella, Shirley (NIH/OD) [E] [labellas@od.nih.gov]; Amarante, Rusinel (NIH/NIGMS) [E] [rusinel.amarante@nih.gov]; Yager, Kelly (NIH/NIDDK) [E] [kelly.yager@nih.gov]; Squiers, Chris (NIH/NIDA) [E] [squiersc@mail.nih.gov]; Jezioro, Maddie (NIH/NIA/ERP) [E] [maddie.jezioro@nih.gov]; Lansiquot, Boniface (NIH/NEI) [E] [boniface.lansiquot@nih.gov]; Ngo, Nam (NIH/NCATS) [E] [nam.ngo@nih.gov]; Smith, Marcia (NIH/FIC) [E] [smithm@fic.fic.nih.gov]; Barreros, Tamara (NIH/OD/ORS) [E] [tamara.barreros@nih.gov]; Schaaf, Mark (NIH/NIDCR) [E] [mark.schaaf@nih.gov]; Yang, Amy (NIH/NIDCD) [E] [amy.yang@nih.gov]; Frimpong, Eno (NIH/OD) [E] [eno.frimpong@nih.gov]; Ratliff, Shaun (NIH/OD) [E] [shaun.ratliff@nih.gov]; Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [callwooa@mail.nih.gov]; Reter, Roy (NIH/NIEHS) [E] [reter@niehs.nih.gov]; Gheen, Valery (NIH/NHLBI) [E] [gheenv@mail.nih.gov]; Twilley, Ross (NIH/OD) [E] [ross.twilley@nih.gov]; Bartok, Lauren (NIH/NIAID) [E] [lauren.bartok@nih.gov]; Kennedy, Josephine (NIH/NCATS) [E] [josephine.kennedy@nih.gov]; Woo, Theodore (NIH/NCCIH) [E] [wootp@mail.nih.gov]; Clary, David (NIH/NIAMS) [E] [david.clary@nih.gov]; Albert, Roberta (NIH/NIBIB) [E] [roberta.albert@nih.gov]; Johnson, Shevon (NIH/NIEHS) [E] [shevon.johnson@nih.gov]; Hammond, Christopher (NIH/OD) [E] [christopher.hammond2@nih.gov]; Hinton, Cynthia (NIH/OD) [E] [cynthia.hinton@nih.gov]; Haileleul, Betty (NIH/OD) [C] [betty.haileleul@nih.gov]; Beecher, Tricia (NIH/OD) [E] [tricia.beecher@nih.gov]; Jones, Amber (NIH/OD) [C] [amber.jones@nih.gov]; Johnson, Ryheem (NIH/OD) [C] [ryheem.johnson@nih.gov]; Berry, Thomas (NIH/NIDCD) [E] [thomas.berry@nih.gov]; Albertini, Brian (NIH/NINR) [E] [albertib@mail.nih.gov]; Green, Yolanda (NIH/NIMH) [E] [yolanda.green@nih.gov]; Cheema, Uzma (NIH/NIBIB) [E] [uzma.cheema@nih.gov]; Pearson, Katrina (NIH/OD) [E] [pearsonk@od.nih.gov]

Attachments: NIH PCG Meeting Agenda 05.26.2021 (2).docx; NIH Policy Overview_Privacy_20210526 (1).pptx; Overview of the GDPR 2021.pptx

Start: 5/26/2021 1:30:00 PM

End: 5/26/2021 3:00:00 PM

Recurrence: (none)

Required Attendees: Close, Dustin (NIH/OD) [E]; NIH IC Privacy Coordinators

Optional Attendees: Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Amar, Anna (NIH/OD) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E];

Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Clary, David (NIH/NIAMS) [E]; Albert, Roberta (NIH/NIBIB) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Hammond, Christopher (NIH/OD) [E]; Hinton, Cynthia (NIH/OD) [E]; Haileleul, Betty (NIH/OD) [C]; Beecher, Tricia (NIH/OD) [E]; Jones, Amber (NIH/OD) [C]; Johnson, Ryheem (NIH/OD) [C]; Berry, Thomas (NIH/NIDCD) [E]; Albertini, Brian (NIH/NINR) [E]; Green, Yolanda (NIH/NIMH) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Pearson, Katrina (NIH/OD) [E]

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Office of the Senior Official for Privacy (OSOP)

Privacy Coordinator Group (PCG) Meeting Agenda

DATE	May 26, 2021	LOCATION	Microsoft Teams
TIME	9:30am – 11:00am	FACILITATOR	Dustin Close, NIH Privacy Program Lead

20 mins	NIH Policy Team – Policy Manual Repository Overview	Cindy Hinton
20 mins	General Data Protection Regulation (GDPR) Overview	Chris Hammond
20 mins	SOP Update	Celeste Dade-Vinson
30 mins	PCG Open Forum	Participants

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May 2021

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Policy Information, Features and Layout

Although not all contact info is required, when the IO includes as much as possible, it makes it helpful during research when further information is needed.



1. Left navigation to quickly jump to sections within policy content
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3. Option for users to share policies via yammer or email
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Release Date: 2/23/2016 • Technical Revision Date: 4/20/2020 •



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Contact the Issuing Office for Policy

Another options is to select the "Provide Feedback" button. This will allow you to inform the Issuing Office Manual Chapter Coordinator and the OMA policy team and about your inquiry for that individual policy.

1745-2 - NIH Privacy and Information Security Incident and Breach Response Policy

Issuing Office: OD/OM/OMA, OD/OCIO *Phone:* (301) 496-2832

Release Date: 2/23/2016  *Technical Revision Date:* 4/20/2020 

Provide Feedback



Send

To: tyoma@nih.gov

Subject: Feedback - 1745-2 NIH Privacy and Information Security Incident and Breach Response Policy

Hi,

I have a question about the revision of this policy. Can we chat?

Thanks,
Cindy



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Here's a closer look at the sharing features for each policy just below the contact information, find these 3 icons which are as follows:

- Yammer – generates a post to your NIH Yammer account and allows you to tag people/groups to be notified.
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- Print – creates a PDF version of the MC for you to save and/or print.

Check that this policy is being shared with you as a Privacy/Security Incident Response Policy. If you wish to share this policy with your colleagues, click on the link below to share it with them.

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NIH Policy Manual

1745-2 - NIH Privacy and Information Security Incident and Breach Response Policy

Issuing Office: OD-GM/PMIA, OD/PCIO | Phone: (301) 855-2332

Release Date: 1/21/2016 | Technical Revision Date: 4/24/2017

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Intramural Research Program Telehealth Requirements 3014-303
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2-400-040-1	NIH Nursing Mothers Program	2/24/2025	Active	Unfavorite

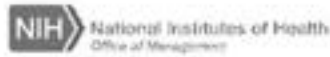
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1720	Publishing and Managing Policies in the NIH Policy Manual	OE/OM/OM/OM	Active	8/21/2024	8/21/2025
2001-411-8	Grants to Minority-Serving Institutions	OE/OM/OM	Active	12/1/2024	12/1/2025

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Document Number	Document Title	Functional Group	Revision Date	Issuing Office	Publication Status	Actions
0001	NIH Electronic Transfer Policy	Emerging Technology, I&D Technology	1/1/2017	OD/IT/OT	Active	View
1141	NIH Electronic Transfer Policy	Management	12/24/2015	OD/PH/OMAS	Active	View
1141.2	NIH Electronic Transfer Policy	Management	4/21/2015	OD/PH/OMAS	Active	View
1101	NIH Policy for Annual Invention Submission Seminars for Scientists and Researchers	Policy Development	11/14/2018	OD/DCAS	Active	View
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Browse Manual Chapters

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0070	Organizational Changes	Management, Emergency/Temporary	1/28/2021	OD-ORNCMS/ODH	● Active	
0070	COVID-19 Disease Policy	Emergency/Temporary, Info/Technical	1/14/2021	OD-ODH	● Active	
0070	Temporary Business Functions Related to Coronavirus Pandemic	Emergency/Temporary	12/16/2020	OD-ODH	● Active	
0110	Leave and Regulations	Management	10/17/2004	OD-OD-ODMS/ODH	● Active	
1110	Outstanding Issues, Policy, Effecting the Department Staff and Taking the Department Steps	Management	9/25/2004	OD-ODH/ODH	● Archived	
1120	Organizational Changes	Management	12/10/2003	OD-ORNCMS/ODH	● Archived	

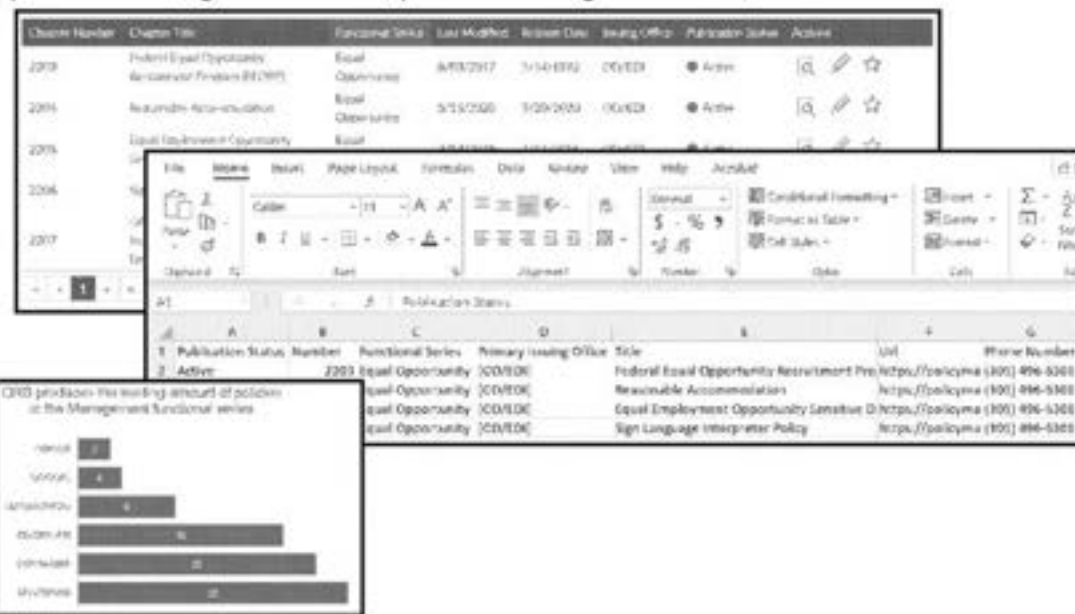
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For submittal of chapters or questions about the NIH Policy Manual: policymanual@nih.gov



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Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies	Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies
RECENTLY RELEASED CHAPTERS	FREQUENTLY ASKED QUESTIONS
Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies	Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies Emergency/Temporary Policies

- In 2017, OMA launched the new Policy Manual repository. Enhancements include:

- Search/browse functionality, intuitive information, navigation, compliance with security protocols, and a refreshed look and feel. Quick share features for users to provide instant feedback on each policy and/or share policies via Yammer or email and created NIH-user homepages for bookmarking or "favoriting" policies.

- In 2018:

- Homepage functionality for headers of each quadrant to report a list of respective topics. Additional date fields to accurately describe the version history. Updated format for exported policies and applied fixes for continuing support of redirects.

- In 2019:

- Created 5-year workflow to notify IOs of required policy management lifecycles which resulted in increased accountability and transparency.

- In 2020:

- Upgraded additional administration improvements and electronic records management capabilities for archiving permanent records and transfer to NARA.

- In 2021:

- Implemented new workflow for Emergency/Temporary policies, increased search features, and reorganized homepage to highlight "My Favorites" portal in the ribbon.

2019:

Improve the NIH Policy Manual system with the agile method to perform updates, increase operational functionality, and ensure proper security requirements are met. By assessing stakeholder needs, user portals were developed for NIH staff to increase the usability, generate reports, and plan for policy management lifecycles which resulted in increased accountability, transparency, and workload distribution among various agency Issuing Offices.

2020:

Released updates to the NIH Policy Manual site regarding workflow notifications, automatic filing of records upon publication, update policy headers to include tool tips, update export to word features.

April 2021:

TFS ID: 483 – Emergency/Temporary Workflow Notification of Expiring Policy

TFS ID: 484 – Search/Browse in Numerical Order

TFS ID: 485 – Search Box - Metadata Info (485)

TFS ID: 488 – Add "MY FAVORITES" link to the Ribbon

TFS ID: 490 – Move "Emergency/Temporary" on the Homepage (490)

TFS ID: 491 – Add "Copy Draft Link" for Rescissions (491)

16

NIH Policy Manual – Required Format & Documents Used in Processing

All policies in the NIH Policy Manual are required to include the following format:

- Transmittal Sheet
- Purpose
- Audience/Scope
- Policy
- Roles and Responsibilities

To aid the IOs and MCCs with the format and lifecycle of a policy, the following forms and templates are used to publish a policy:

- Approval and Concurrence Forms
 - NIH Form 414-7 – NIH Manual Chapter Concurrence and Approval Record
 - NIH Form 414-6 – NIH Manual Chapter Review Record (optional)
- Templates
 - NIH Form 414-8 – Example Transmittal Sheet and Chapter Template
 - Resources: <https://oma.od.nih.gov/dms/pages/manual-chapters-links.aspx>



Transmittal Sheet: The cover page must include an explanation for writing, revising, or rescinding the chapter, as well as the removal/release dates and appropriate IO contact information.

Purpose: Describes why the policy is needed and summarizes what the policy will communicate to the reader.

Audience/Scope: Identifies the target audience and who the policy applies or does not apply to.

Policy: Communicates essential requirements, rules and guidelines.

Roles and Responsibilities: Assign duties and required steps to the appropriate officials, organizations, or groups who have a stake in carrying out the policy.

The European Union General Data Protection Regulation: Tips for NIH Privacy Staff



Chris Hammond
Senior Attorney
Office of the General Counsel

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Questions?

Chris Hammond
Senior Attorney
Office of the General Counsel

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Resources

- OIR/OHSRP GDPR FAQs -
<https://irbo.nih.gov/confluence/display/ohsrp/Frequently+Asked+Questions#FrequentlyAskedQuestions-FAQGDPR>

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Sent: 7/21/2021 12:18:20 PM
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Subject: Quarterly Content Meeting

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Attachments: Untitled Attachment
Location: Zoom Meeting Link Will Be Provided Prior To Each Meeting
Start: 1/26/2021 7:00:00 PM
End: 1/26/2021 8:00:00 PM
Show Time As: Tentative

Recurrence: Monthly
the fourth Tuesday of every 3 month(s) from 2:00 PM to 3:00 PM
Required Attendees: (unknown property type)
Optional Attendees: Martinez, Heather [USA]; Azeez, Olumayowa (NIH/NIAID) [E]

Please join New Media Web Policy Branch (NMWPB) for quarterly updates, resources and best practices to help your content stay up-to-date on [NIAID.NIH.gov](https://niaid.nih.gov) and [Inside.NIAID.NIH.gov](https://inside.niaid.nih.gov).

Note: Meeting agenda and Zoom meeting link will be updated prior to each meeting.

Background

Whether you're new to writing website content or need to brush up on digital best practices, these quarterly meetings are for you. NMWPB's Quarterly Content Meeting will give public website and intranet content owners—people like you who hold content responsibility role(s) on b6 and/or [Inside.NIAID.NIH.gov](https://inside.niaid.nih.gov)—a first look at new site features and new digital communications initiatives. NMWPB will also share practical tips and resources to support your content's success. We aim to provide increased transparency into digital policies, best practices, and the overall content health on the NIAID public website and intranet.

To: Hutko, Autumn (NIH/NIAID) [E] [b6] Tsang, John (NIH/NIAID) [E] [b6] Marcum, Chris (NIH/NHGRI) [E] [chris.marcum@nih.gov]; Vogel, Susan (NIH/NIAID) [E] [b6] Martinez, Heather (NIH/NIAID) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=52b029f8e1ab45ec875e9591aecc2bf3-martinezht]; Gordon, Alison (NIH/NIAID) [E] [b6] Gordon, Alison (NIH/NIAID) [E] [b6] Amato, Cynthia (NIH/NIAID) [C] [b6] Bonhomme, Andrea (NIH/NIAID) [E] [b6] Gabossy, Andrea (NIH/NIAID) [E] [b6] Radtke, Andrea (NIH/NIAID) [E] [b6] Harris, Angela (NIH/NIAID) [E] [b6] Garvey, Anne (NIH/NIAID) [E] [b6] Crane, Anya (NIH/NIAID) [C] [b6] Oplinger, Anne (NIH/NIAID) [E] [b6] Ward, Alicia (NIH/NIAID) [E] [b6] Barrick, Bill (NIH/NIAID) [V] [b6] Hartman, Brenda (NIH/VRC) [E] [b6] Thomas, Bridget (NIH/NIAID) [E] [b6] Lee Howell, Bonnie (NIH/NIAID) [C] [b6] Borchers, Sarasimone [USA] [b6] Schneider, Brett (NIH/NIAID) [E] [b6] Noble, Brian (NIH/NIAID) [E] [b6] Taggart, Brian (NIH/NIAID) [E] [b6] Smith, Brock (NIH/NIAID) [E] [brock.smith@nih.gov]; Schmidt, Beth (NIH/NIAID) [E] [b6] Bullis, Catherine (NIH/NIAID) [E] [b6] Bunch, Michon (NIH/NIAID) [E] [b6] Casil, Ray (NIH/NIAID) [C] [b6] Maynard, Chad (NIH/NIAID) [E] [b6] Grewe, Charles (NIH/NIAID) [E] [b6] Stone, Charles (NIH/NIAID) [E] [b6] Cheman, Jaime (NIH/NIAID) [E] [b6] Kelly, Colleen (NIH/NIAID) [E] [b6] Kelly, Colleen (NIH/NIAID) [E] [b6] Cooper, Susan (NIH/NIAID) [E] [b6] Shirley, Celena (NIH/NIAID) [E] [b6] Holman, Cyneteria (NIH/NIAID) [E] [b6] Rojas, Cynthia (NIH/NIAID) [E] [b6] Borrer, Debbie (NIH/NIAID) [C] [b6] Conway, Desi (NIH/NIAID) [E] [b6] Perry, Dina (NIH/NIAID) [E] [b6] Dixon, Dennis M. (NIH/NIAID) [E] [b6] Holton, Eimear (NIH/NIAID) [C] [b6] Perez, Elizabeth (NIH/NIAID) [E] [b6] Scott Wycherly, Elizabeth (NIH/NIAID) [E] [b6] Davis, Frances (NIH/NIAID) [C] [b6] Sparks, Frederick (NIH/NIAID) [E] [b6] Ravillous, Geoffrey (NIH/NIAID) [E] [b6] Birdsong, George (NIH/NIMH) [E] [b6] Folkers, Greg (NIH/NIAID) [E] [b6] Smith, Gregory (NIH/NIAID) [E] [b6] Thompson-Russell, Gina (NIH/NIAID) [E] [b6] Hannon, Jessica [USA] [b6] Haskins, Melinda (NIH/NIAID) [E] [b6] Hirsch, Marie (NIH/VRC) [E] [b6] Hopkins, Heather (NIH/NIAID) [E] [b6] Horrell, Barbara (NIH/NIAID) [E] [b6] Hudgings, Carole (NIH/NIAID) [V] [b6] Chandramouliswaran, Ishwar (NIH/NIAID) [E] [b6] Iyengar, Ranjini (NIH/NIAID) [E] [b6] Hatfield, Jamie (NIH/NIAID) [E] [b6] Compton, Jennifer (NIH/NIAID) [E] [jennifer [b6] Routh, Jennifer (NIH/NIAID) [E] [b6] Ellis, John (NIH/NIAID) [E] [b6] Johns, Bryan (NIH/NIAID) [C] [b6] Dominique, Joyelle (NIH/NIAID) [E] [b6] Smith, Jr (NIH/NIAID) [E] [b6] Ridge, John (NIH/NIAID) [E] [b6] Sacchetti, Jenny (NIH/NIAID) [E] [b6] Coan-Stevens, Judith (NIH/NIAID) [C] [b6] Yun, Julie (NIH/NIAID) [E] [b6] Vyskocil, Jennifer (NIH/NIAID) [E] [b6] Warren, Jon (NIH/NIAID) [E] [b6] Zuckerman, Judith (NIH/NIAID) [E] [b6] Kapsilis, Michael (NIH/NIAID) [E] [b6] Cotsalas, Kara (NIH/NIAID) [E] [b6] Harris, Kara (NIH/NIAID) [E] [b6] Noble, Karlynn (NIH/NIAID) [C] [b6] Stover, Kathy (NIH/NIAID) [E] [b6] Grossman, Kenneth (NIH/NIAID) [E] [b6] Footer, Kevin (NIH/NIAID) [C] [b6] McDermott, Kevin (NIH/NIAID) [C] [b6] So, Kevin (NIH/NIAID) [C] [b6] Hazell, Kimberly (NIH/NIAID) [E] [b6] Gitt, Kirsten (NIH/NIAID) [E] [b6] Pekoc, Ken (NIH/NIAID) [E] [b6] Tomlin, Krystal (NIH/NIAID) [E] [b6] Lancaster, Mahlon (NIH/NIAID) [E] [b6] LaPorte, Tracy (NIH/OD) [E] [b6] Faile, Laura (NIH/NIAID) [C] [b6] Leifman, Laura (NIH/NIAID) [E] [b6] Spix, Leah (NIH/NIAID) [C] [b6] Yin, Li (NIH/NIAID) [E] [b6] Litsinger, Alice (NIH/NIAID) [E] [b6] Li, Yin (NIH) [E] [b6] Via, Laura (NIH/NIAID) [E] [b6] Lee, Mable (NIH/NIAID) [E] [b6] Giovanni, Maria (NIH/NIAID) [C] [b6] Daly, Marilyn (NIH/NIAID) [E] [b6] Cameron, Marnay (NIH/NIAID) [E] [b6] Marquardt, Julie (NIH/NIAID) [E] [b6] Smith, Mary (NIH/NIAID) [E] [b6] Mathur, Punam (NIH/NIAID) [E] [b6] Booth, Mason (NIH/NIAID) [C] [b6] Booth, Mason (NIH/NIAID) [C] [mbooth [b6] Mejia, Francisco (NIH/NIAID) [E] [b6] Foster, Merrill (NIH/NIAID) [E] [b6] Metzger, Patricia (NIH/NIAID) [C] [b6] Nealy,

Michael (NIH/NIAID) [E] [b6] Vance, Michael (NIH/NIAID) [E] [b6] Craig, Michelle (NIH/NIAID) [E] [b6] Assefa, Mihert (NIH/NIAID) [C] [b6] Walker, Marni (NIH/NIAID) [E] [b6] Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Modlin, Sheryl (NIH/NIAID) [E] [modlins([b6] Parsons, Mary (NIH/NIAID) [E] [b6] Pineda, Mark (NIH/NIAID) [E] [mpineda([b6] Khan, Najiyah (NIH/NIAID) [C] [b6] Bavisotto, Nancy (NIH/NIAID) [C] [b6] Nealy, Michael (NIH/NIAID) [E] [b6] Nguyen, Loi (NIH/NIAID) [E] [b6] Bushar, Nicholas (NIH/NIAID) [E] [b6] MacDonald, Nicholas (NIH/NIAID) [E] [b6] Murphy, Nora (NIH/NIAID) [E] [b6] Philogene, Catie (NIH/NIAID) [E] [b6] Price, Michelle (NIH/NIAID) [E] [b6] Wolff, Peter (NIH/NIAID) [E] [b6] Casil, Ray (NIH/NIAID) [C] [b6] Cooper, Rene (NIH/NIAID) [E] [b6] Hafner, Richard (NIH/NIAID) [E] [b6] Caldararo, Rocco (NIH) [C] [b6] Rosa, William (NIH/NIAID) [E] [b6] Siskind, Rona (NIH/NIAID) [E] [b6] Tesfaye, Roman (NIH/NIAID) [C] [b6] Rumbarger, Jonna (NIH/NIAID) [E] [b6] Fredrickson, Rurik (NIH/NIAID) [E] [b6] Cavanaugh, Sarah (NIH/NIAID) [E] [b6] Schneider, Vicky (NIH/NIAID) [E] [b6] Grinkrug, Sergey (NIH/NIAID) [E] [b6] Macauley, Sheridan (NIH/VRC) [C] [b6] Modlin, Sheryl (NIH/NIAID) [E] [b6] Soucy, Katie (NIH/NIAID) [E] [b6] Somin, Timothy (NIH/NIAID) [E] [b6] Southard, Gordon (NIH/NIAID) [E] [b6] Coomes, Stephanie (NIH/NIAID) [E] [b6] Jones, Steven (NIH/NIAID) [E] [b6] Stover, Kathy (NIH/NIAID) [E] [b6] Sullivan, Kevin (NIH/NIAID) [E] [b6] Choi, Susan (NIH/NIAID) [E] [b6] Hu, Susan (NIH/NIAID) [C] [b6] Robinson, Taylor (NIH/NIAID) [E] [b6] Taylor, Brandie (NIH/NIAID) [E] [b6] Meuchel, Tammy (NIH/NIAID) [E] [b6] Garten, Tori (NIH/NIAID) [E] [b6] Shahan, Tracy (NIH/NIAID) [E] [b6] Vathyam, Surekha (NIH/NIAID) [E] [b6] Crum, Wayne (NIH/NIAID) [C] [b6] Yu, Weiming (NIH/NIAID) [E] [b6] [b6] Wongsam, Judy (NIH/NIAID) [E] [b6] Zlotnick-Solomon, Karen (NIH/NIAID) [E] [b6] Kovanda, Dennis (NIH/NIAID) [E] [b6] Meixner, Maureen (NIH/NIAID) [E] [b6] Dillner, Bryan (NIH/NIAID) [E] [b6] Strasnick, Doloris (NIH/NIAID) [E] [b6] Herpin, Betsey (NIH/NIAID) [E] [b6] Liang, Thomas (NIH/NIAID) [E] [b6] Chang, Rebecca (NIH/NIAID) [E] [b6] Mora, Anita (NIH/NIAID) [E] [b6] Barrett, Nancy (NIH/NIAID) [E] [b6] Eisenberg, Matthew (NIH/NIAID) [E] [b6] Allen-Wilcox, Jori (NIH/NIAID) [C] [b6] Fabry, Cynthia (NIH/NIAID) [E] [b6] Townsend, Krista (NIH/NIAID) [C] [ktownsend([b6] Deatrick, Elizabeth (NIH/NIAID) [E] [b6] Knox, Shamay (NIH/NIAID) [E] [b6] York Jolley, Jena (NIH/NIAID) [E] [b6] Schmidt, Kristi (NIH/NIAID) [E] [b6] Bartels, Adelina (NIH/NIAID) [E] [b6] Harris, Mary (NIH/NIAID) [E] [mary.harris1@nih.gov]; Croghan, Joe (NIH/NIAID) [E] [b6] Wair, Claudia (NIH/NIAID) [E] [b6] Haggerty, Patricia (NIH/NIAID) [E] [b6] Taylor, Shelley (NIH/NIAID) [E] [b6] Shah, Jui (NIH/NIAID) [E] [jui([b6] Keener, Jessica (NIH/NIAID) [C] [b6] Ivey, Diane (NIH/NIAID) [C] [b6] Lee, Tonia D. (NIH/NIAID) [E] [b6] Cary, Patrick (NIH/NIAID) [E] [b6] Schott, Margaret (NIH/NIAID) [E] [b6] Person, Noni (NIH/NIAID) [E] [b6] Bennett, Arthur (NIH/NIAID) [E] [b6] Coronado, Lisa (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e498d668f1b54b49b4545503483374bb-coronadi]; Beaver, Jill (NIH/NIA/ERP) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=966bf0c850a543cfb064bffa0206740b-beaverjm]; Santora, Kenneth (NIH/NIA/ERP) [E] [b6] [b6] Marcum, Chris (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6a51ba4a9bf54fd6a8180395074960e8-marcumcs]; Germain, Ronald (NIH/NIAID) [E] [b6] Hoffman, Hillary (NIH/NICHHD) [E] [b6] Hoffman, Hillary (NIH/NICHHD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=3869fe27631b4dcdb698193593f46102-hoffmanhe]; Hutko, Autumn (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f703f8fa780143c68262c6d78cbab083-ballarau]; Germain, Ronald (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0c4ec6e83ace49a7ab46a5cdca1c9eae-rgermain]; Tsang, John (NIH/NIAID)

[E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c4669b21b374420eb94ace1b456d9aed-tsangjs]; Vogel, Susan (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a18354e56c6c45d5b4a9701770890c81-svogel]
CC: Martinez, Heather [USA] [b6] Azeez, Olumayowa (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a4d9520ed3fe4aabb8f431f9444d453e-azeezo2]

Location: Zoom Meeting Info Provided In Invite

Start: 7/27/2021 6:00:00 PM

End: 7/27/2021 7:00:00 PM

Recurrence: (none)

Required (unknown property type)

Attendees:

Optional Martinez, Heather [USA]; Hannon, Jessica [USA]

Attendees:

Please join New Media Web Policy Branch (NMWPB) for quarterly updates, resources and best practices to help your content stay up-to-date on NIAID.NIH.gov and Inside.NIAID.NIH.gov.

Meeting Information

Join ZoomGov Meeting

[b6] [b6]

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Background

Whether you're new to writing website content or need to brush up on digital best practices, these quarterly meetings are for you. NMWPB's Quarterly Content Meeting will give public website and intranet content owners—people like you who hold content responsibility role(s) on NIAID.NIH.gov and/or Inside.NIAID.NIH.gov—a first look at new site features and new digital communications initiatives. NMWPB will also share practical tips and resources to support your content's success. We aim to provide increased transparency into digital policies, best practices, and the overall content health on the NIAID public website and intranet.

From: Close, Dustin (NIH/OD) [E] [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FA781EBA5BED46EBBE496F3A13B1883C-CLOSEDB]
Sent: 2/1/2021 4:16:24 PM
To: Close, Dustin (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fa781eba5bed46ebbe496f3a13b1883c-closedb]; NIH IC Privacy Coordinators [b6]
CC: Nair, Prema (NIH/CSR) [E] [b6] Cantilena, Barbara (NIH/NIBIB) [E] [b6] Cosme, Lillian (NIH/NIAMS) [E] [b6] Alves, Steve (NIH/OD) [E] [b6] Butler, Gloria (NIH/NHGRI) [E] [b6] Putney, Dvonte (NIH/NINDS) [E] [b6] Peterson, Trevor (NIH/NEI) [E] [b6] Folkers, Jonathan (NIH/NIAAA) [E] [b6] Dade-Vinson, Celeste (NIH/OD) [E] [b6] Brining, Sheryl (NIH/OD) [E] [b6] Cook, Karen (NIH/OD/ORS) [E] [b6] Milliard, Suzanne (NIH/NCI) [E] [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [b6] Leahy, Timothy (NIH/OD) [E] [b6] Stabile, Regina (NIH/NIEHS) [E] [b6] Martin, Susan (NIH/CC/DCRI) [C] [b6] Cheung, Paul (NIH/NHGRI) [E] [b6] Manheim, Marianne (NIH/NHLBI) [E] [b6] Woodson, Holly (NIH/OD/ORS) [E] [holly.v [b6] Chen, Eva (NIH/NIDDK) [E] [b6] Le, Vivian (NIH/NLM) [E] [b6] French, Daniel (NIH/OD) [E] [b6] Vorck, Fred (NIH/CC/DCRI) [E] [b6] Tucker, Susan (NIH/OD) [C] [b6] Dickens, Jasse (NIH/NIMH) [E] [b6] LaBella, Shirley (NIH/OD) [E] [b6] Amarante, Rusinel (NIH/NIGMS) [E] [b6] Yager, Kelly (NIH/NIDDK) [E] [b6] Squiers, Chris (NIH/NIDA) [E] [b6] Jezioro, Maddie (NIH/NIA/ERP) [E] [b6] Lansiquot, Boniface (NIH/NEI) [E] [b6] Ngo, Nam (NIH/NCATS) [E] [b6] Smith, Marcia (NIH/FIC) [E] [smithm [b6] Barreros, Tamara (NIH/OD/ORS) [E] [b6] Schaaf, Mark (NIH/NIDCR) [E] [b6] Yang, Amy (NIH/NIDCD) [E] [b6] Frimpong, Eno (NIH/OD) [E] [b6] Ratliff, Shaun (NIH/OD) [E] [b6] Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [b6] Reter, Roy (NIH/NIEHS) [E] [b6] Gheen, Valery (NIH/NHLBI) [E] [b6] Twilley, Ross (NIH/OD) [E] [b6] Bartok, Lauren (NIH/NIAID) [E] [b6] Kennedy, Josephine (NIH/NCATS) [E] [b6] Woo, Theodore (NIH/NCCIH) [E] [b6] Albert, Roberta (NIH/NIBIB) [E] [b6] Clary, David (NIH/NIAMS) [E] [b6] Berry, Thomas (NIH/NIDCD) [E] [b6] Albertini, Brian (NIH/NINR) [E] [b6] Johnson, Shevon (NIH/NIEHS) [E] [b6] Green, Yolanda (NIH/NIMH) [E] [b6] Cheema, Uzma (NIH/NIBIB) [E] [b6] Amar, Anna (NIH/OD) [E] [b6]

Subject: NIH Privacy Coordinator Group (PCG) Meeting

Attachments: Untitled Attachment; Untitled Attachment; Untitled Attachment; Untitled Attachment; Untitled Attachment

Location: Microsoft Teams Meeting

Start: 3/24/2021 1:30:00 PM

End: 3/25/2021 3:00:00 PM

Show Time As: Free

Recurrence: Monthly
the fourth Wednesday of every 1 month(s) from 9:30 AM to 11:00 AM

Required Attendees: Close, Dustin (NIH/OD) [E]; NIH IC Privacy Coordinators

Optional Attendees: Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris

(NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Albert, Roberta (NIH/NIBIB) [E]; Clary, David (NIH/NIAMS) [E]; Berry, Thomas (NIH/NIDCD) [E]; Albertini, Brian (NIH/NINR) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Green, Yolanda (NIH/NIMH) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Amar, Anna (NIH/OD) [E]

The NIH Privacy Coordinator Group (PCG) Meeting is held the fourth Wednesday of every other month, 9:30am – 11:00am. The agenda and supporting materials will be attached.

Microsoft Teams meeting

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To: NIH IC Privacy Coordinators [NIHICPrivacyCoordinators@mail.nih.gov]; Close, Dustin (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fa781eba5bed46ebbe496f3a13b1883c-closedb]; NIH IC Privacy Coordinators [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=99794f45278f42bcadb1485711d4dad-NIH IC Priv]

CC: Nair, Prema (NIH/CSR) [E] [b6] Cantilena, Barbara (NIH/NIBIB) [E] [b6] Cosme, Lillian (NIH/NIAMS) [E] [b6] Alves, Steve (NIH/OD) [E] [b6] Butler, Gloria (NIH/NHGRI) [E] [b6] Putney, Dvonte (NIH/NINDS) [E] [b6] Peterson, Trevor (NIH/NEI) [E] [b6] Folkers, Jonathan (NIH/NIAAA) [E] [b6] Dade-Vinson, Celeste (NIH/OD) [E] [b6] Brining, Sheryl (NIH/OD) [E] [b6] Cook, Karen (NIH/OD/ORS) [E] [b6] Milliard, Suzanne (NIH/NCI) [E] [b6] Cheung, Paul (NIH/NHGRI) [E] [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [rosayma.lopez- [b6] Leahy, Timothy (NIH/OD) [E] [b6] Stabile, Regina (NIH/NIEHS) [E] [b6] Martin, Susan (NIH/CC/DCRI) [E] [b6] Manheim, Marianne (NIH/NHLBI) [E] [b6] Woodson, Holly (NIH/OD/ORS) [E] [b6] Chen, Eva (NIH/NIDDK) [E] [b6] Le, Vivian (NIH/NLM) [E] [lev1 [b6] French, Daniel (NIH/OD) [E] [b6] Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [b6] Dickens, Jasse (NIH/NIMH) [E] [b6] LaBella, Shirley (NIH/OD) [E] [b6] Woo, Theodore (NIH/NCCIH) [E] [b6] Kennedy, Josephine (NIH/NCATS) [E] [b6] Bartok, Lauren (NIH/NIAID) [E] [b6] Twilley, Ross (NIH/OD) [E] [b6] Gheen, Valery (NIH/NHLBI) [E] [b6] Reter, Roy (NIH/NIEHS) [E] [b6] Callwood, Aubrey (NIH/NICHD) [E] [b6] Ratliff, Shaun (NIH/OD) [E] [b6] Frimpong, Eno (NIH/OD) [E] [b6] Yang, Amy (NIH/NIDCD) [E] [b6] Schaaf, Mark (NIH/NIDCR) [E] [b6] Barreros, Tamara (NIH/OD/ORS) [E] [b6] Smith, Marcia (NIH/FIC) [E] [smithm [b6] Ngo, Nam (NIH/NCATS) [E] [b6] Lansiquot, Boniface (NIH/NEI) [E] [b6] Jezioro, Maddie (NIH/NIA/ERP) [E] [b6] Squiers, Chris (NIH/NIDA) [E] [b6] Yager, Kelly (NIH/NIDDK) [E] [b6] Amarante, Rusinel (NIH/NIGMS) [E] [b6] Nair, Prema (NIH/CSR) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e248fc54a660499492748c80fb2f125c-nairpg]; Cantilena, Barbara (NIH/NIBIB) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=9502efaa74cd459db80025132eda47cb-cantileb]; Cosme, Lillian (NIH/NIAMS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7d6a9ba65b7e4e6fb59b74469a9131fb-cosmei]; Alves, Steve (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8f567253a5f24a2dbcbcd0c2f37ebff5-alvess]; Butler, Gloria (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=11fc9be6224c4ad182dd7598ba73fb9f-gloriab]; Putney, Dvonte (NIH/NINDS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=06d7b61f8bba4b0f8097916b7c4cf418-putneydm]; Peterson, Trevor (NIH/NEI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=442290b4949b4dd68174291cea7d6365-petersot]; Folkers, Jonathan (NIH/NIAAA) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7cebe4d17ca142a18f129a6e10608bd6-jfolkers]; Dade-Vinson, Celeste (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=5d2e8e7feb7f47e0ad93af789e7cd15b-dadecele]; Brining, Sheryl (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=81468af5fe924e21a9c564a87bb2d3e8-brinings]; Cook, Karen (NIH/OD/ORS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=0c4f7702dfb04b2da65f922cd21c4de7-cookk]; Milliard, Suzanne (NIH/NCI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=da97451639ef4029beec7c88f82025ed-milliards]; Cheung, Paul (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7a3bce4b96814aef89a926c45ec3559c-lopezramire]; Leahy, Timothy (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group

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Attachments: NIH PCG Meeting Agenda_3-25-2021.docx; MC1745-1 - Export.pdf

Start: 3/24/2021 1:30:00 PM
End: 3/24/2021 3:00:00 PM
Show Time As: Free

Recurrence: (none)

Required Attendees: NIH IC Privacy Coordinators

Optional Attendees: Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Cheung, Paul (NIH/NHGRI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Sharlip, David (NIH/NLM) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Dasti, Mannan (NIH/NIMH) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Ratliff, Shaun (NIH/OD) [E]; Reter, Roy (NIH/NIEHS) [E]; Amar, Anna (NIH/OD) [E]

The NIH Privacy Coordinator Group (PCG) Meeting is held the fourth Wednesday of every other month, 9:30am – 11:00am. The meeting agenda and supporting materials are attached.

Thanks!
Dustin

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Office of the Senior Official for Privacy (OSOP)

Privacy Coordinator Group (PCG) Meeting Agenda

DATE	March 25, 2021	LOCATION	Microsoft Teams
TIME	9:30am – 11:00am	FACILITATOR	Dustin Close, NIH Privacy Program Lead

30 mins	PCG Teams Site Demo, Q&A, and Open Discussion	<i>Dustin Close</i>
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15 mins	Privacy Act Applicability Memos and PIA Requirements	<i>Dan French</i>
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30 mins	Third Party Websites and Applications Process	<i>Dustin Close</i>
	- OMB M-10-23, Guidance for Agency Use of Third-Party Websites and Applications – Open Government - Processes and Procedures (MC 1745-1) – Who are the stakeholders? - How are ICOs handling these requests?	

15 mins	SOP Update	<i>Celeste Dade-Vinson</i>
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15 mins	PCG Open Forum	<i>Participants</i>
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NIH Policy Manual

1745-1 - NIH Privacy Impact Assessments

Issuing Office: OD/OM/OMA, OD/OCIO **Phone:** (301) 496-2832

Release Date: 2/03/2021 ?

Transmittal Notice

1. **Explanation of Material Transmitted:** This manual chapter outlines responsibilities for complying with the National Institutes of Health (NIH) policy on conducting privacy impact assessments (PIA) on all Information Technology (IT) Systems and Third-Party Websites and Applications (TPWAs) owned, operated, or controlled by NIH, in addition to those set forth by the Department of Health and Human Services (HHS), Titles II and III of the E-Government Act of 2002, and Office of Management and Budget (OMB) guidance. This policy also applies to NIH IT Systems and uses of TPWAs that are developed, operated and/or maintained on behalf of NIH by contract personnel. This revision updates terms, organizations, and hyperlinks.
2. **Filing Instructions:**
 - **Remove:** NIH Manual 1745-1, dated 06/13/2014.
 - **Insert:** NIH Manual 1745-1, dated 02/03/2021.
3. **PLEASE NOTE:**
 - For information on the Privacy Act of 1974 as amended, OMB and HHS guidance related to privacy, and the privacy mandates contained in the E-Government Act of 2002 and Federal Information Security Modernization Act of 2014 (FISMA), contact the NIH Senior Official for Privacy (SOP), Division of Compliance Management (DCM), Office of Management Assessment (OMA), Office of Management (OM), Office of the Director (OD) at (301) 496- 4606 or via email at: privacy@mail.nih.gov.
 - For information on the content of this chapter and additional privacy resources, visit the Website of the NIH Office of the Senior Official for Privacy (OSOP) at: <https://oma.od.nih.gov/DMS/Pages/Privacy-Program.aspx>.
 - For information on the NIH Policy Manual, contact the Division of Compliance Management (DCM), OMA at (301) 496-4606 or enter the URL: <https://oma.od.nih.gov/DMS/Pages/Manual- Chapters.aspx>.

A. Purpose

This manual chapter establishes policies and procedures based upon requirements and guidance set forth by the Federal Government, OMB, and HHS to conduct privacy impact assessments (PIAs) for all IT Systems, and uses of Third-Party Websites and Applications (TPWAs) owned or operated by the NIH Institutes, Centers, and Offices (ICO), or contractors working on behalf of the agency.

B. Scope

Privacy impact assessments (PIAs) provide a documented process to identify and protect personally identifiable information (PII) throughout the information lifecycle belonging to NIH staff, patients, public citizens, business partners and associates, vendors and contractors. They ensure that the government has considered necessary safeguards for PII that is passed through, collected, maintained, or disseminated in its IT Systems and uses of TPWAs.

C. Policy

1. A PIA or, at a minimum, a Privacy Threshold Analysis (PTA) is required to be conducted on all IT Systems, and each use of a TPWA, whether in existence, under development, or undergoing modification, as defined by the E-Government Act of 2002, OMB guidance, HHS policy and supporting guidance. The results of the PTA may require that a full PIA be conducted.
2. NIH ICOs must update PIAs for IT Systems and uses of TPWAs that undergo a major change, as defined in OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*.
3. A PIA is a living document that must be updated in conjunction with a Security Assessment and Authorization (SA&A) package. All IT System PIAs must also be updated when a **major change** occurs within the IT System (see list of "Major Changes" under section F. Definitions).
4. Reviews of IT System and TPWA PIAs must be completed when changes create new privacy risks, when new elements of PII are added to the system or the TPWA, and/or every three (3) years absent a major change.
5. All PII collected on an individual must be the minimum amount necessary and must be kept up to date. A privacy policy and notice regarding the usage of PII must be clearly displayed on the IT System and TPWA Websites or provided in writing prior to the collection of PII.
6. Individuals whose PII is maintained within the IT System or TPWA must receive notification when a major change occurs to the IT System or to the use of a TPWA that may potentially affect their PII and how it is used.
7. All personnel using/operating IT Systems and TPWAs must be trained, educated, and made aware of their responsibilities for protecting any PII stored. All NIH staff (employees and contractors) must complete mandatory, annual training on NIH

Information Security and Information Management Training found at:
<http://irtsectraining.nih.gov>.

8. All portions of the PIA must be completed on the appropriate PIA form and submitted via the current PIA reporting tool for internal review and approval by the NIH Senior Official for Privacy (SOP).
9. All IT System and TPWA PIAs must be submitted through appropriate ICO channels, to the NIH SOP upon completion. The NIH SOP will submit them to HHS for review. The *Third-Party Website and Applications Checklist* (see Appendix A) must be completed prior to implementing and using a TPWA. A summary of the PIA will be made publicly available on the HHS PIA Website at: <http://www.hhs.gov/pia/>.
10. All IT Systems and uses of TPWAs subject to the Privacy Act must cite an appropriate Privacy Act System of Records Notice (SORN). The SORN is published in the Federal Register to inform the public what information is collected, how it is used, how individuals may gain access to information about themselves, and other specific details.
11. All new and updated IT Systems and uses of TPWAs that collect, maintain, and/or disseminate PII must:
 - a. Have policies in place about the collection, retention, and destruction of PII; and,
 - b. Include a complaint process for individuals who believe their PII has been used inappropriately or is inaccurate.

D. Responsibilities

PIAs provide a documented process to identify and protect PII belonging to NIH staff, patients, public citizens, business partners and associates (Federal, state, local agencies), vendors, suppliers and contractors. They ensure that the government has considered necessary safeguards for PII that is passed through, collected, maintained, or disseminated in its IT Systems and authorized TPWAs. Personnel identified as leads responsible for assisting in the completion and/or review process of PIAs include:

1. HHS Senior Agency Official for Privacy (SAOP)

- a. Ensures there is an HHS framework to facilitate the development and maintenance of PIAs;
- b. Reviews and approves Operating Division (OpDiv) and Staff Division (StaffDiv) PIAs prior to posting them to the HHS.gov website for public review;
- c. Coordinates policy with Departmental privacy points of contact (POC);
- d. Establishes Departmental PIA policy and procedures; and
- e. Manages the development and submission of the Federal Information Security Modernization Act (FISMA) Privacy Management Report.

2. NIH Senior Official for Privacy (SOP)

- a. Establishes an NIH policy framework to facilitate the development and maintenance of PIAs;
- b. Ensures that NIH staff comply with this policy;

- c. Ensures the oversight of this policy is carried out through a coordinated effort between OMA and the NIH Office of the Chief Information Officer (OCIO);
- d. Coordinates training for ICO Privacy Coordinators (ICOPCs) and other key stakeholders on how to conduct PIA reviews and their requirements;
- e. Reviews completed PIAs and attests that they are completed accurately;
- f. Processes and stores PIAs in the current reporting tool;
- g. Submits PIAs to the Department and seeks revisions from the NIH PIA author with assistance from the ICOPC if errors are found;
- h. Supports the HHS SAOP in FISMA and ad hoc privacy reporting activities; and,
- i. Makes recommendations to senior level officials with budgetary authority to allocate proper resources to mitigate privacy weaknesses found in IT Systems and uses of TPWAs, as documented in their corresponding PIAs.

3. NIH Privacy Act (PA) Officer

- a. Serves as the NIH point of contact for issues related to the Privacy Act;
- b. Communicates and collaborates with ICOPCs regarding the awareness of privacy laws, regulations, and issues within NIH; and,
- c. Collaborates with ICOPCs to conduct information training sessions for IT System and TPWA Owners/Managers regarding new legislation and procedures relating to the Privacy Act, E-Government Act, and FISMA.

4. NIH Chief Information Security Officer (CISO)

- a. Ensures that oversight of this policy is carried out through a coordinated effort between the OCIO and OMA;
- b. Provides oversight for the security controls necessary to support NIH privacy requirements;
- c. Ensures that all NIH Security Assessment and Authorization (SA&A) packages include updated and completed PIAs;
- d. Maintains the NIH Security Authorization Tool (NSAT) where PIAs are processed and stored;
- e. Collaborates with the NIH SOP to generate the annual and/or quarterly FISMA and Agency Privacy Management Report submissions to HHS; and,
- f. Facilitates reporting of privacy and security requirements to HHS and HHS Office of the Inspector General (OIG) auditors.

5. ICO Communications Director and Webmaster

- a. Coordinates with the ICOPC to determine uses of TPWAs that are subject to OMB Memorandum M-10-22, *Guidance for Online Use of Web Measurement and Customization Technologies*, and OMB Memorandum M-10-23, *Guidance for Agency Use of Third-Party Websites and Applications*, HHS policy and implementing guidance, and any subsequent federal law or guidance that impacts OMB guidance; and,
- b. Works with the NIH SOP to develop and review PIAs for uses of TPWAs in accordance with OMB guidance and HHS policy.

6. ICO Privacy Coordinator (ICOPC)

- a. Coordinates completion, review, and approval of PIAs within each ICO;
- b. Tracks and monitors the PIA requirements and reporting progress for the ICO;
- c. Responds to IT System and TPWA Owner/Manager inquiries regarding privacy related federal legislation and guidance, HHS and NIH policy and guidance; and,
- d. Completes the final review of a PIA before approval by the NIH SOP.

7. ICO Information Systems Security Officer (ISSO)

- a. Assists the ICOPC, IT System and TPWA Owner/Manager with the completion of PIAs by answering any questions pertaining to security; and,
- b. Provides guidance and support to ICOs to implement IT security controls that enhance privacy compliance.

8. ICO IT System and/or TPWA Owner/Manager

- a. Serves as a PIA author or identifies staff within the ICO with sufficient knowledge of the IT System or use of a TPWA in order to complete the PIA;
- b. Maintains responsibility for ensuring compliance with the PIA policy for IT Systems and uses of TPWAs under their responsibility within the ICO;
- c. Serves as a POC for specific IT Systems or uses of TPWAs to whom PIA questions may be directed;
- d. Refers complex PIA questions and privacy issues to the ICOPC as appropriate;
- e. Refers complex SA&A questions and security control issues to the ICO ISSO;
- f. Responds to inquiries regarding the function, content, and disclosure practices of IT Systems and uses of TPWAs;
- g. Coordinates with ICOPC to maintain accuracy of information contained in the PIAs in the current PIA reporting tool;
- h. Coordinates with appropriate NIH privacy, security and other key stakeholders such as the ICO Paperwork Reduction Act (PRA) Liaison, Records Liaison, Communications Director, and/or Webmaster, to complete PIAs;
- i. Notifies the ICOPC or ISSO of a new use of an IT System, TPWA or if a major change occurs that may potentially affect PII and how it is used;
- j. Identifies any additional resources needed to complete PIAs; and,
- k. Updates NIH management on the progress of PIA completion.

E. References

Laws:

- 1. Privacy Act of 1974, (5 U.S.C. 552a, as amended) (Public Law 93-579) (December 31, 1974): <https://www.justice.gov/opcl/privacy-act-1974>
- 2. Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. 3501) (Public Law 104-13) (May 22, 1995): <http://www.reginfo.gov/public/reginfo/prs.pdf>

3. Children's Online Privacy Protection Act (COPPA) of 1998, (15 U.S.C. 6501) (Public Law 105- 277) (October 21, 1998): <http://www.ftc.gov/ogc/coppa1.htm>
4. Clinger-Cohen Act of 1996, (40 U.S.C. Section 1401) (Public Law 104-106) (February 10, 1996) (also known as the Information Technology Management Reform Act): <http://www.fismacenter.com/Clinger%20Cohen.pdf>
5. Computer Security Act of 1987, (15 U.S.C. Chapter 7, 40 U.S.C. Section 1441) (Public Law 100- 235) (January 8, 1988): <https://www.gpo.gov/fdsys/pkg/STATUTE-101/pdf/STATUTE-101-Pg1724.pdf>
6. E-Government Act of 2002 (E-GOV) Section 208, (44 U.S.C. Chapter 36) (Public Law 107-347 Title II) (December 17, 2002): <https://www.gpo.gov/fdsys/pkg/PLAW-107publ347/pdf/PLAW-107publ347.pdf>
7. Federal Information Security Modernization Act (FISMA) of 2014: Pub. L. 113-283, 128Stat. 3073 (Dec. 18, 2014) (primarily codified at 44 U.S.C. chapter 35, subchapter 11), *available at* <https://www.govinfo.gov/content/pkg/PLAW-113publ283/pdf/PLAW-113publ283.pdf>

National Institute of Standards and Technology (NIST) Guidance:

1. NIST SP 800-53 Rev 4, Security and Privacy Controls for Federal Information Systems and Organizations (April 2013): <https://csrc.nist.gov/publications/detail/sp/800-53/rev-4/final>
2. NIST SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII) (April 2010): <https://csrc.nist.gov/publications/detail/sp/800-122/final>

Office of Management and Budget Guidance:

OMB Circulars:

1. Office of Management and Budget Circular A-11, Information Technology and E-Government: http://www.obamawhitehouse.gov/sites/default/files/omb/assets/a11_current_year/s300.pdf
2. OMB Circular A-130, Management of Federal Information Resources (July 28, 2016): <https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/OMB/circulars/a130/a130revised.pdf>

OMB Memoranda:

1. M-03-22, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002 (September 30, 2003): <https://www.whitehouse.gov/wp-content/uploads/2017/11/203-M-03-22-OMB-Guidance-for-Implementing-the-Privacy-Provisions-of-the-E-Government-Act-of-2002-1.pdf>
2. M-06-15, Safeguarding Personally Identifiable Information (May 22, 2006): <https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2006/m-06-15.pdf>
3. M-06-16, Protection of Sensitive Agency Information (June 23, 2006): <https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2006/m06-16.pdf>

pdf

4. M-10-22, Guidance for Online Use of Web Measurement and Customization Technologies (June 25, 2010):
https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/memoranda_2010/m10-22.pdf
5. M-10-23, Guidance for Agency Use of Third-Party Websites and Applications (June 25, 2010):
http://www.obamawhitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-23.pdf
6. M-17-12, Preparing for and Responding to a Breach of Personally Identifiable Information (January 3, 2017):
https://obamawhitehouse.archives.gov/sites/default/files/omb/memoranda/2017/m-17-12_0.pdf

HHS Privacy Policy and Guidance:

1. HHS-OCIO Policy for Information Systems Security and Privacy (IS2P):
<https://intranet.hhs.gov/technical-support/cybersecurity/policies-standards-memoranda-guides/policies>
2. HHS-OCIO Policy for Privacy Impact Assessment (PIA):
<https://www.hhs.gov/web/governance/digital-strategy/it-policy-archive/policy-for-privacy-impact-assessments.html>
3. HHS Rules of Behavior for Use of HHS Information Resources:
<http://www.hhs.gov/ocio/policy/hhs-rob.html>

NIH Policy, Provisions and Guidelines:

1. NIH Manual Chapter 1743, Managing Federal Records:
<https://policymanual.nih.gov/1743>
2. NIH Manual Chapter 1745, NIH Information Technology (IT) Privacy Program:
<https://policymanual.nih.gov/1745>
3. 1745-2, NIH Privacy and Security Incident and Breach Response Policy:
<https://policymanual.nih.gov/1745-2>
4. NIH Manual Chapter 1825, Information Collection from the Public:
<https://policymanual.nih.gov/1825>
5. NIH Manual Chapter 2804, NIH Public-facing Web Management:
<https://policymanual.nih.gov/2804>
6. NIH Manual Chapter 2805, NIH Web Privacy Policy:
<https://policymanual.nih.gov/2805>
7. NIH Information Security Policy Handbook:
<https://ocio.nih.gov/InfoSecurity/Policy/Pages/default.aspx>

F. Definitions

1. **Awareness, Training, and Education:** Includes (1) awareness programs that engage changing organizational attitudes towards promoting the importance of privacy and the

adverse consequences of its failure; (2) training to identify, develop, and improve the skills that enable staff to perform their jobs more effectively; and (3) education programs targeted for privacy professionals (defined in NIST SP 800-12, *An Introduction to Computer Security: The NIST Handbook*).

2. **E-Government Act of 2002:** Title II of the E-Government Act of 2002 requires federal agencies to conduct PIAs before developing or procuring IT Systems that collect, maintain, or disseminate PII. Once completed, the agency's Chief Information Officer (CIO), or an equivalent official, must review the Privacy Impact Assessments (PIAs). Additional requirements include making PIAs publicly accessible and posting a machine-readable privacy notice on publicly facing Websites [defined in the HHS Cybersecurity Program's guidance entitled, *Standard Operating Procedures for Completing a Privacy Impact Assessment*, and in the *E-Government Act of 2002* Section 208, (44 U.S.C. Chapter 36) (Public Law 107-347 Title II) (December 17, 2002)].
3. **Federal Information Security Modernization Act (FISMA) of 2014:** Amends the Federal Information Security Management Act of 2002 (FISMA) and provides several modifications that modernize Federal security practices to address evolving security concerns. These changes result in less overall reporting, strengthen the use of continuous monitoring in systems, increase focus on the agencies for compliance, and lead to reporting that is more focused on the issues caused by security incidents (defined in 44 U.S.C. § 3552).
4. **Information Technology (IT):** Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by an executive agency. Equipment is considered used by an executive agency if used directly or used by a contractor under a contract with the executive agency, which: (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources (defined in 40 U.S.C., Section 5002, the *Clinger-Cohen Act of 1996*).
5. **IT System:** A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (defined in NIST Special Publication 800-53, Revision 4, entitled *Security and Privacy Controls for Federal Information Systems and Organizations*).
6. **Major Change:** Any change that is made to the IT System environment or operation of the system. PIAs should be conducted following any major change, including, but not limited to:
 - Conversions: A conversion from paper-based methods to electronic systems.
 - Anonymous to Non-Anonymous: When the system's function, as applied to an existing information collection, changes anonymous information into PII.
 - Significant System Management Changes: When new uses of an existing IT System, including application of new technologies, significantly change the

process of managing PII in the system.

- Significant Merging: When agencies adopt or alter business processes so that government databases holding PII are merged, centralized, matched with other databases, or otherwise significantly manipulated.
- New Public Access: When user-authenticating technology (e.g., password, digital certificate, biometric) is newly applied to an electronic information system, which can be accessed by the public.
- Commercial Sources: When PII is obtained from commercial or public sources and is systematically integrated into the existing information system database.
- New Interagency Uses: When agencies work together on shared functions involving significant new uses or exchanges of PII.
- Internal Flow or Collection: When alteration of a business process results in significant new uses or disclosures of information or incorporation into the system of additional PII; and,
- Alteration in Character of Data: When new PII added to a collection raises the risk to personal privacy, such as the addition of health or privacy information.
- (Defined in OMB Memorandum M-03-22, *Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).

7. **Personally Identifiable Information (PII):** Information that can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, user login, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and/or place of birth, mother's maiden name, etc. (defined in OMB Memorandum M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information*).
8. **Privacy Act Record:** Any item, collection, or group of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and contains a name, identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph (defined in the Privacy Act of 1974).
9. **Privacy Act System of Records Notice (SORN):** All systems with Privacy Act information contained within them are required to publish a "Records Notice" in the Federal Register that informs the public what information is contained in the system, how it is used, how individuals may gain access to information about themselves, and other specific aspects of the system (defined in the OMB Circular A-108, *Federal Agency Responsibilities for Review, Reporting, and Publication under the Privacy Act*).
10. **Privacy Impact Assessment (PIA):** An analysis of how information is handled: (i) to ensure it conforms to applicable legal, regulatory, and policy requirements regarding privacy, (ii) to determine the risks and effects of collecting, maintaining and disseminating information in identifiable form in an electronic information system, and (iii) to examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks. A privacy impact assessment is both an analysis and a formal document detailing the process and the outcome of the analysis (defined in OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).

11. **Privacy Notice:** A brief description of how the agency's privacy policy will apply in a specific situation. Serve to notify individuals before they engage with an agency, Website or application where they make their PII available to the agency (defined in OMB Memorandum M-99-18, *Privacy Policies on Federal Web Sites* and OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).
12. **Privacy Policy:** A consolidated explanation of the agency's general privacy-related practices that pertain to its official Website and its other online activities. Federal agencies must protect an individual's right to privacy when they collect personal information. This is required by the Privacy Act, 5 U.S.C. 552a, and OMB Circular No. A-130, *Management of Federal Information Resources*.
13. **Privacy Policy in Standardized Machine-Readable Format:** Means a statement about site privacy practices written in a standard computer language (not English text) that can be read automatically by a web browser. (defined in OMB Memorandum M-99-18, *Privacy Policies on Federal Web Sites* and OMB Memorandum M-03-22, *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*).
14. **Privacy Threshold Analysis (PTA):** A basic privacy analysis to determine whether or not an entity reaches the threshold that requires a full PIA to be completed.
15. **Senior Agency Official for Privacy (SAOP):** An individual selected by the Department to have agency-wide oversight in implementing and ensuring compliance with privacy legislation (defined in OMB Memorandum M-16-24, *Role and Designation of Senior Agency Officials for Privacy*).
16. **System of Records:** A group of records under the control of any agency where information is retrieved by the name of the individual, by some identifying number or symbol, or by other identifiers assigned to the individual [defined in the HHS Cybersecurity Program document entitled *Standard Operating Procedures for Completing a Privacy Impact Assessment (PIA) Guide*].
17. **Third-Party Websites and Applications (TPWA):** Web-based technologies that involve significant participation of a nongovernment entity. Often these technologies are located on a ".com" website or other location that is not part of an official government domain. However, TPWAs can also be embedded or incorporated on an agency's official website (defined in OMB Memorandum M-10-23, *Guidance for Agency Use of Third-Party Websites and Applications*).
18. **Website:** A collection of interlinked electronic pages (on either Internet or intranet sites) with a related topic, usually under a single domain name, which includes an intended starting file called a "home page." From the home page, access is gained to all the other pages on the Website (defined in the HHS Cybersecurity Program document entitled *Standard Operating Procedures for Completing a Privacy Impact Assessment (PIA) Guide*).

Appendix A: Third-Party Websites and Applications (TPWA) Checklist

Purpose

The purpose of this checklist is to provide guidance on identification of appropriate Third-Party Websites and Applications (TPWA). TPWAs are used to engage openly with the public where they offer new tools that will help people to connect with their government, promoting the goals of transparency, participation, and collaboration.

Roles and Responsibilities

1. ICO Privacy Coordinator (ICOPC): Responsible for identifying the necessary staff to complete the TPWA Privacy Impact Assessment (PIA). Individuals that complete the TPWA PIA are referred to as PIA Authors. PIA Authors should possess the knowledge and ability to understand all the issues raised by the TPWA PIA.
2. ICO Information Systems Security Officer (ISSO): Has sufficient understanding of the Department's information technology (IT) management procedures. Examples of roles that may be chosen to serve as the PIA Author include program manager, Web managers, or communications personnel.
3. Stakeholders: Employee(s) driving this request.
4. ICO or OD Communications Director: Determine the appropriate strategy and tools for your audience and mission and to obtain any required ICO approval(s) to use social and new media.
5. Office for the Senior Official for Privacy (OSOP): Collaborates, reviews and promotes the TPWA PIA to HHS for final approval.
6. Office of the Chief Information Officer / Information Security and Awareness Office (OCIO ISAO): Reviews TPWA submission to verify validity.

Process

1. Identify need.
2. Identify internal resources which can meet the need.
3. If internal resources are not available, identify TPWAs that can meet the need.
4. Determine whether the TPWA has a prior approval for use at NIH or HHS.
5. If the TPWA selected does not have a prior approval you must:
 - a. Evaluate the security of the tool and what risks its use pose to NIH and the public.
 - b. Determine whether the Terms of Service are acceptable to NIH.
 - c. Determine whether the TPWA can support official agency branding and obtain guidance on how to use NIH or ICO branding properly.
 - d. Determine whether the TPWA supports Section 508 Accessibility Compliance.
 - e. Ensure the TPWA is configured securely to protect NIH activities.
 - f. Ensure the TPWA is configured and used in ways that protect the public's privacy
 - g. Create a TPWA PIA and publish it

TPWAs and Terms of Service

Check the following sites to see if a TPWA has been approved:

- [Government Services Administration \(GSA\) Third-Party Websites and Applications with Signed Terms of Service](#).
- [HHS Terms of Service \(TOS\)](#) agreement for TPWAs provides a list of official government use social media tools that are offered to the agency.
- Contact the Assistant Secretary for Public Affairs (ASPA) Digital at digital@hhs.gov if you are interested in a tool that is not on the list and that you would recommend they should pursue.
- You may contact the [Office of the General Counsel, Public Health Division, NIH Branch](#) if you have questions about whether your ICO can agree to the terms and conditions of the Third-Party website or Application (TPWA) and/or the licensing agreement supplied by the vendor.
- [NIH Approved Umbrella TPWAs](#)

IT Security

- ☐ Read the [NIH IT General Rules of Behavior](#) to be aware of how users of NIH IT are responsible for information security and are held accountable for their actions.
- ☐ Read Office of Management and Budget (OMB) M-10-23, [Guidance for Agency Use of Third- Party Websites and Applications](#)
- ☐ Read [HHS Policy for Personal Use of Information Technology Resources](#) for policy and other information on how NIH IT resources may or may not be used.
- ☐ Contact your ICO or OD [Information Systems Security Officer \(ISSO\)](#) to determine appropriate IT security practices and whether the technology meets applicable security standards

Official Agency Sources of Information, Branding, and Copyrighted Content

The TPWA must be appropriately identified as an official agency communications channel to distinguish its activities from those of non-governmental actors. The TPWA account must clearly indicate that it is an official government account.

- ☐ Contact the [NIH Office of Communications and Public Liaison \(OCPL\)](#) to obtain permission to use trademarked images and logos.
- ☐ Read [NIH Manual Chapter 1186, Use of NIH Names and Logos](#).
- ☐ All ICOs shall include a link to their program specific website content.
- ☐ Use official NIH graphics that clearly identifies your program's ownership or sponsorship as a government entity.

Accessibility

- ☐ Ensure content posted or produced through the use of new technologies is accessible to people with disabilities and in compliance with Section 508 of the Rehabilitation Act of 1973; see for Section 508 for current policy and standards, guidance and other information.
- ☐ Contact your ICO Section 508 Coordinator or the NIH OCIO Section 508 Team with questions or assistance on compliance.

Information Collection from the Public

- ☐ Read Information Collection under the Paperwork Reduction Act (PRA) to determine if the uses of social media and web-based interactive technologies are information collections subject to the PRA and require approval from the Office of Management and Budget.
- ☐ Read NIH Manual Chapter 1825, Information Collection from the Public for a description of NIH policies and procedures governing the collection of information from the public.
- ☐ Contact the NIH Project Clearance Branch to determine appropriate clearance functions concerning public information activities (i.e., regulations, survey interviews, customer satisfaction surveys, website questionnaires and epidemiology research).

Do not solicit formal or informal consensus advice from the public using web technologies.

Protecting Privacy

Create External Alert

- If the public navigates to the TPWA via an external hyperlink, your ICO must implement an alert to notify the public that they are being directed to a non-governmental website.
- ☐ When necessary, update the Operating Division (OPDIV) Privacy Policy and Machine-Readable Privacy Policy to describe the use of a TPWA.
- The term “Privacy Policy” refers to a single, centrally located statement of the Website’s privacy standards and processes, which is accessible from the official homepage of the ICO. It is a consolidated explanation of the general privacy-related practices that pertain to the official Website and other online activities. It must be updated to include required information about the use of the TPWA.
- ☐ Post a *Privacy Notice* when feasible.
- A “Privacy Notice” is a brief description of how the privacy policy will apply in a specific situation. *It should be conspicuous, salient, clearly labeled, written in plain language, and prominently displayed at all locations where the public might make PII*

available to NIH. Due to technical limitations, the use of some TPWAs may make it difficult to post a privacy notice (i.e., Twitter's character limitation). When feasible, the ICO should make every effort to ensure that a privacy notice is posted.

- ☐ Ensure the TPWA has a signed Terms of Service. This applies to no-cost (free) tools only.
- ☐ Read OMB Memorandum 10-22 and 10-23, Guidance for Agency Use of Third-Party websites and Applications to determine the steps necessary to protect individual privacy when using TPWAs to engage with the public.
- ☐ Read NIH Manual Chapter 2805, NIH Web Privacy Policy for additional guidance to determine the policy and procedures for ensuring the privacy and protection of personal information maintained and disseminated via NIH websites.

Use a Tier 3 Web Technologies*

- ☐ Read OMB Memorandum 10-22, Guidance for Online Use of Web Measurement and Customization Technologies to determine the requirements for agency use of web measurement and customization technologies.

* Tier 3 refers to any use of a multi-session Web measurement and customization technology when PII is collected (including when the agency is able to identify an individual as a result of its use). Web measurement and customization technologies that fall into the Tier 3 category are referred to as "a Tier 3 multi-session technology."

Record Keeping/Records Retention

- ☐ Contact your ICO Records Liaison to determine appropriate records schedule and records management practices.

Comments and Moderating

- ☐ Determine and document a process to moderate (review and clear) comments. Use the NIH Comment Guidelines whenever possible.
- ☐ Clearly link to or display a comment policy if you will allow the public to make PII available to the agency (e.g., "friending," "following," "liking," joining a "group," becoming a "fan," and comparable functions).

Linking, Liking, following and Endorsement

- ☐ Ensure web pages containing links to external web pages not located on the NIH network provide a statement adjacent to the link or a "pop-up" disclaimer that explains that visitors are being directed to an external, government or non-government website that may have different privacy policies from those of the NIH official website.

- ☐ Determine what entities are appropriate to link/like/follow/endorse from your account.

Create the TPWA PIA

- ☐ Create the TPWA PIA using the HHS TPWA PIA Form
- ☐ Submit completed TPWA PIA to the NIH Privacy Office. Once completed by all ICO parties, forward to privacy@mail.nih.gov for OSOP and OCIO ISAO concurrent review. Upon NIH Privacy Office and OCIO ISAO approval, Privacy will submit the PIA to HHS for final approval.
- ☐ Store signed TPWA PIAs at the ICO level. Once HHS approved, Privacy will forward a signed copy to the ICO and add it to the TPWA inventory on the Privacy SharePoint site.

Maintain the TPWAs PIA

- ☐ Review yearly. In addition to maintaining an approved copy of the TPWA PIA, ICO must review PIAs annually to ensure the PIAs comply with current privacy practices and reflects the current agency practices.

How to determine if a website/application qualifies as a TPWA – take the “litmus test”:

1. Is the Website or application part of an authorized law enforcement, national security, or intelligence activity?
 - a. Yes? Other privacy laws will apply to the information collection. Therefore, you do not need to complete a TPWA PIA.
 - b. No? Continue to Question 2.

1. Is the Website or application intended to be used for internal HHS/OPDIV activities only?
 - a. Yes? You do not need to complete a TPWA PIA.
 - b. No? Continue to Question 3.

1. Does HHS/OPDIV own or have contractual control of the operation or maintenance of the Website or application?
 - a. Yes? You do not need to complete a TPWA PIA. However, you must ensure an IT System PIA was conducted previously on the Website or application (e.g., network, server or database).

b. No? Continue to Question 4.

1. Does another Federal department or agency own or have contractual control of the operation or maintenance of the Website or application?

a. Yes? You do not need to complete a TPWA PIA.

b. No? Continue to Question 5.

1. Is the Website or application intended to involve members of the public?

a. Yes? You need to complete a TPWA PIA. Please collaborate with key stakeholders within your OPDIV, as needed.

b. No? Continue to Question 6.

1. Was the Website or application designed for the purpose of implementing the Open Government Directive principles of transparency, participation and/or collaboration?

a. Yes? You need to complete a TPWA PIA. Please collaborate with key stakeholders within your OPDIV, as needed.

b. No? It is not a TPWA. Stop here.

The “litmus test” may suggest it’s not a TPWA, however, you should always check with your ISSO/OCIO for further evaluation. It may be an internal tool that should still be assessed or could require inclusion to an organization’s IT inventory.

References

Office of Management and Budget (OMB) Memorandum (M)10-23, Guidance for Agency Use of Third- Party Websites and Applications, allows the use of TPWAs in support of Open Government principles. [NIH Privacy Web site](#)

[NIH Security Authorization Tool \(NSAT\)](#) [NIH Social Media Guidelines](#)

[HHS Third-Party Websites and Applications with signed Terms of Service](#) [HHS TPWA Standard Operating Procedures \(SOP\)](#)

[HHS TPWA PTA PIA Form](#)

To: Close, Dustin (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fa781eba5bed46ebbe496f3a13b1883c-closedb]; NIH IC Privacy Coordinators [NIHICPrivacyCoordinators@mail.nih.gov]

CC: Lopez-Ramirez, Rosayma (NIH/OD) [E] [rosayma.lopez-ramirez@nih.gov]; Leahy, Timothy (NIH/OD) [E] [leahyt@od.nih.gov]; Stabile, Regina (NIH/NIEHS) [E] [regina.stabile@nih.gov]; Martin, Susan (NIH/CC/DCRI) [E] [smartin@cc.nih.gov]; Cheung, Paul (NIH/NHGRI) [E] [paul.cheung@nih.gov]; Manheim, Marianne (NIH/NHLBI) [E] [marianne.manheim@nih.gov]; Woodson, Holly (NIH/OD/ORS) [E] [holly.woodson@nih.gov]; Chen, Eva (NIH/NIDDK) [E] [eva.chen@nih.gov]; Le, Vivian (NIH/NLM) [E] [lev1@mail.nlm.nih.gov]; French, Daniel (NIH/OD) [E] [frenchda@mail.nih.gov]; Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [susan.tucker@nih.gov]; Dickens, Jasse (NIH/NIMH) [E] [jasse.dickens@nih.gov]; LaBella, Shirley (NIH/OD) [E] [labellas@od.nih.gov]; Amarante, Rusinel (NIH/NIGMS) [E] [rusinel.amarante@nih.gov]; Yager, Kelly (NIH/NIDDK) [E] [kelly.yager@nih.gov]; Squiers, Chris (NIH/NIDA) [E] [squiersc@mail.nih.gov]; Jezioro, Maddie (NIH/NIA/ERP) [E] [maddie.jezioro@nih.gov]; Lansiquot, Boniface (NIH/NEI) [E] [boniface.lansiquot@nih.gov]; Ngo, Nam (NIH/NCATS) [E] [nam.ngo@nih.gov]; Smith, Marcia (NIH/FIC) [E] [smithm@fic16.fic.nih.gov]; Barreros, Tamara (NIH/OD/ORS) [E] [tamara.barreros@nih.gov]; Schaaf, Mark (NIH/NIDCR) [E] [mark.schaaf@nih.gov]; Yang, Amy (NIH/NIDCD) [E] [amy.yang@nih.gov]; Frimpong, Eno (NIH/OD) [E] [eno.frimpong@nih.gov]; Ratliff, Shaun (NIH/OD) [E] [shaun.ratliff@nih.gov]; Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [callwooa@mail.nih.gov]; Reter, Roy (NIH/NIEHS) [E] [reter@niehs.nih.gov]; Gheen, Valery (NIH/NHLBI) [E] [gheenv@mail.nih.gov]; Twilley, Ross (NIH/OD) [E] [ross.twilley@nih.gov]; Bartok, Lauren (NIH/NIAID) [E] [lauren.bartok@nih.gov]; Kennedy, Josephine (NIH/NCATS) [E] [josephine.kennedy@nih.gov]; Woo, Theodore (NIH/NCCIH) [E] [wootp@mail.nih.gov]; Nair, Prema (NIH/CSR) [E] [nairpg@csr.nih.gov]; Cantilena, Barbara (NIH/NIBIB) [E] [cantileb@mail.nih.gov]; Cosme, Lillian (NIH/NIAMS) [E] [cosmel@ep.niams.nih.gov]; Alves, Steve (NIH/OD) [E] [alvess@od.nih.gov]; Butler, Gloria (NIH/NHGRI) [E] [gloriab@mail.nih.gov]; Putney, Dvonte (NIH/NINDS) [E] [dvonte.putney@nih.gov]; Peterson, Trevor (NIH/NEI) [E] [trevor.peterson@nih.gov]; Folkers, Jonathan (NIH/NIAAA) [E] [jfolkers@mail.nih.gov]; Dade-Vinson, Celeste (NIH/OD) [E] [celeste.dade-vinson@nih.gov]; Brining, Sheryl (NIH/OD) [E] [brinings@mail.nih.gov]; Cook, Karen (NIH/OD/ORS) [E] [kcook@exchange.nih.gov]; Milliard, Suzanne (NIH/NCI) [E] [milliards@mail.nih.gov]; Amar, Anna (NIH/OD) [E] [anna.amar@nih.gov]

Start: 5/26/2021 1:30:00 PM
End: 5/27/2021 3:00:00 PM

Recurrence: (none)

Optional Attendees: Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [E]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Amar, Anna (NIH/OD) [E]

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CC: Berry, Thomas (NIH/NIDCD) [E] [b6] Albertini, Brian (NIH/NINR) [E] [b6]
Green, Yolanda (NIH/NIMH) [E] [b6] Cheema, Uzma (NIH/NIBIB) [E] [b6]
Nair, Prema (NIH/CSR) [E] [b6] Cantilena, Barbara (NIH/NIBIB) [E] [b6] Cosme, Lillian (NIH/NIAMS) [E] [b6] Alves, Steve (NIH/OD) [E] [b6] Butler, Gloria (NIH/NHGRI) [E] [b6] Putney, Dvonte (NIH/NINDS) [E] [b6] Peterson, Trevor (NIH/NEI) [E] [b6] Folkers, Jonathan (NIH/NIAAA) [E] [b6] Dade-Vinson, Celeste (NIH/OD) [E] [b6] Brining, Sheryl (NIH/OD) [E] [b6] Cook, Karen (NIH/OD/ORS) [E] [b6] Milliard, Suzanne (NIH/NCI) [E] [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [b6] Leahy, Timothy (NIH/OD) [E] [b6] Stabile, Regina (NIH/NIEHS) [E] [b6] Martin, Susan (NIH/CC/DCRI) [C] [b6] Cheung, Paul (NIH/NHGRI) [E] [b6] Manheim, Marianne (NIH/NHLBI) [E] [b6] Woodson, Holly (NIH/OD/ORS) [E] [b6] Chen, Eva (NIH/NIDDK) [E] [b6] Le, Vivian (NIH/NLM) [E] [b6] French, Daniel (NIH/OD) [E] [b6] Vorck, Fred (NIH/CC/DCRI) [E] [b6] Tucker, Susan (NIH/OD) [C] [b6] Dickens, Jasse (NIH/NIMH) [E] [b6] LaBella, Shirley (NIH/OD) [E] [b6] Amarante, Rusinel (NIH/NIGMS) [E] [b6] Yager, Kelly (NIH/NIDDK) [E] [b6] Squiers, Chris (NIH/NIDA) [E] [b6] Jezioro, Maddie (NIH/NIA/ERP) [E] [b6] Lansiquot, Boniface (NIH/NEI) [E] [b6] Ngo, Nam (NIH/NCATS) [E] [b6] Smith, Marcia (NIH/FIC) [E] [b6] Barreros, Tamara (NIH/OD/ORS) [E] [b6] Schaaf, Mark (NIH/NIDCR) [E] [b6] Yang, Amy (NIH/NIDCD) [E] [b6] Frimpong, Eno (NIH/OD) [E] [b6] Ratliff, Shaun (NIH/OD) [E] [b6] Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [b6] Reter, Roy (NIH/NIEHS) [E] [b6] Gheen, Valery (NIH/NHLBI) [E] [b6] Twilley, Ross (NIH/OD) [E] [b6] Bartok, Lauren (NIH/NIAID) [E] [b6] Kennedy, Josephine (NIH/NCATS) [E] [b6] Woo, Theodore (NIH/NCCIH) [E] [b6] Albert, Roberta (NIH/NIBIB) [E] [b6] Clary, David (NIH/NIAMS) [E] [b6] Johnson, Shevon (NIH/NIEHS) [E] [b6]

Start: 9/22/2021 1:30:00 PM
End: 9/22/2021 3:00:00 PM

Recurrence: (none)

Optional Attendees: Berry, Thomas (NIH/NIDCD) [E]; Albertini, Brian (NIH/NINR) [E]; Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Albert, Roberta (NIH/NIBIB) [E]; Clary, David (NIH/NIAMS) [E]; Johnson, Shevon (NIH/NIEHS) [E]

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CC: Nair, Prema (NIH/CSR) [E] [b6] Cantilena, Barbara (NIH/NIBIB) [E] [b6] Cosme, Lillian (NIH/NIAMS) [E] [b6] Alves, Steve (NIH/OD) [E] [b6] Butler, Gloria (NIH/NHGRI) [E] [b6] Putney, Dvonte (NIH/NINDS) [E] [b6] Peterson, Trevor (NIH/NEI) [E] [b6] Folkers, Jonathan (NIH/NIAAA) [E] [b6] Dade-Vinson, Celeste (NIH/OD) [E] [b6] Brining, Sheryl (NIH/OD) [E] [b6] Cook, Karen (NIH/OD/ORS) [E] [b6] Milliard, Suzanne (NIH/NCI) [E] [b6] Lopez-Ramirez, Rosayma (NIH/OD) [E] [b6] Leahy, Timothy (NIH/OD) [E] [b6] Stabile, Regina (NIH/NIEHS) [E] [b6] Martin, Susan (NIH/CC/DCRI) [C] [b6] Cheung, Paul (NIH/NHGRI) [E] [b6] Manheim, Marianne (NIH/NHLBI) [E] [b6] Woodson, Holly (NIH/OD/ORS) [E] [b6] Chen, Eva (NIH/NIDDK) [E] [b6] Le, Vivian (NIH/NLM) [E] [b6] French, Daniel (NIH/OD) [E] [b6] Vorck, Fred (NIH/CC/DCRI) [E] [b6] Tucker, Susan (NIH/OD) [C] [b6] Dickens, Jasse (NIH/NIMH) [E] [b6] LaBella, Shirley (NIH/OD) [E] [b6] Amarante, Rusinel (NIH/NIGMS) [E] [b6] Yager, Kelly (NIH/NIDDK) [E] [b6] Squiers, Chris (NIH/NIDA) [E] [b6] Jezioro, Maddie (NIH/NIA/ERP) [E] [b6] Lansiquot, Boniface (NIH/NEI) [E] [b6] Ngo, Nam (NIH/NCATS) [E] [b6] Smith, Marcia (NIH/FIC) [E] [b6] Barreros, Tamara (NIH/OD/ORS) [E] [b6] Schaaf, Mark (NIH/NIDCR) [E] [b6] Yang, Amy (NIH/NIDCD) [E] [b6] Frimpong, Eno (NIH/OD) [E] [b6] Ratliff, Shaun (NIH/OD) [E] [b6] Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [b6] Reter, Roy (NIH/NIEHS) [E] [b6] Gheen, Valery (NIH/NHLBI) [E] [b6] Twilley, Ross (NIH/OD) [E] [b6] Bartok, Lauren (NIH/NIAID) [E] [b6] Kennedy, Josephine (NIH/NCATS) [E] [b6] Woo, Theodore (NIH/NCCIH) [E] [b6] Albert, Roberta (NIH/NIBIB) [E] [b6] Clary, David (NIH/NIAMS) [E] [b6] Johnson, Shevon (NIH/NIEHS) [E] [b6] Green, Yolanda (NIH/NIMH) [E] [b6] Amar, Anna (NIH/OD) [E] [b6] Berry, Thomas (NIH/NIDCD) [E] [b6] Currie, Mikia (NIH/OD) [E] [b6] Abdelmouti, Tawanda (NIH/OD) [E] [b6] Albertini, Brian (NIH/NINR) [E] [b6] Cheema, Uzma (NIH/NIBIB) [E] [b6]

Start: 7/28/2021 1:30:00 PM
End: 7/28/2021 3:00:00 PM

Recurrence: (none)

Optional Attendees: Albertini, Brian (NIH/NINR) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Albert, Roberta (NIH/NIBIB) [E]; Clary, David (NIH/NIAMS) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Green, Yolanda (NIH/NIMH) [E]; Amar, Anna (NIH/OD) [E]; Berry, Thomas (NIH/NIDCD) [E]; Currie, Mikia (NIH/OD) [E]; Abdelmouti, Tawanda (NIH/OD) [E]

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CC: Nair, Prema (NIH/CSR) [E] [nairpg@csr.nih.gov]; Cantilena, Barbara (NIH/NIBIB) [E] [cantileb@mail.nih.gov]; Cosme, Lillian (NIH/NIAMS) [E] [lillian.cosme@nih.gov]; Alves, Steve (NIH/OD) [E] [alvess@od.nih.gov]; Butler, Gloria (NIH/NHGRI) [E] [gloriab@mail.nih.gov]; Putney, Dvonte (NIH/NINDS) [E] [dvonte.putney@nih.gov]; Peterson, Trevor (NIH/NEI) [E] [trevor.peterson@nih.gov]; Folkers, Jonathan (NIH/NIAAA) [E] [jfolkers@mail.nih.gov]; Dade-Vinson, Celeste (NIH/OD) [E] [celeste.dade-vinson@nih.gov]; Brining, Sheryl (NIH/OD) [E] [brinings@mail.nih.gov]; Cook, Karen (NIH/OD/ORS) [E] [kcook@exchange.nih.gov]; Milliard, Suzanne (NIH/NCI) [E] [milliards@mail.nih.gov]; Amar, Anna (NIH/OD) [E] [anna.amar@nih.gov]; Lopez-Ramirez, Rosayma (NIH/OD) [E] [rosayma.lopez-ramirez@nih.gov]; Leahy, Timothy (NIH/OD) [E] [leahyt@od.nih.gov]; Stabile, Regina (NIH/NIEHS) [E] [regina.stabile@nih.gov]; Martin, Susan (NIH/CC/DCRI) [C] [smartin@cc.nih.gov]; Cheung, Paul (NIH/NHGRI) [E] [paul.cheung@nih.gov]; Manheim, Marianne (NIH/NHLBI) [E] [marianne.manheim@nih.gov]; Woodson, Holly (NIH/OD/ORS) [E] [holly.woodson@nih.gov]; Chen, Eva (NIH/NIDDK) [E] [eva.chen@nih.gov]; Le, Vivian (NIH/NLM) [E] [lev1@mail.nlm.nih.gov]; French, Daniel (NIH/OD) [E] [frenchda@mail.nih.gov]; Vorck, Fred (NIH/CC/DCRI) [E] [fred.vorck@nih.gov]; Tucker, Susan (NIH/OD) [C] [susan.tucker@nih.gov]; Dickens, Jasse (NIH/NIMH) [E] [jasse.dickens@nih.gov]; LaBella, Shirley (NIH/OD) [E] [labellas@od.nih.gov]; Amarante, Rusinel (NIH/NIGMS) [E] [rusinel.amarante@nih.gov]; Yager, Kelly (NIH/NIDDK) [E] [kelly.yager@nih.gov]; Squiers, Chris (NIH/NIDA) [E] [squiersc@mail.nih.gov]; Jezioro, Maddie (NIH/NIA/ERP) [E] [maddie.jezioro@nih.gov]; Lansiquot, Boniface (NIH/NEI) [E] [boniface.lansiquot@nih.gov]; Ngo, Nam (NIH/NCATS) [E] [nam.ngo@nih.gov]; Smith, Marcia (NIH/FIC) [E] [smithm@fic.fic.nih.gov]; Barreros, Tamara (NIH/OD/ORS) [E] [tamara.barreros@nih.gov]; Schaaf, Mark (NIH/NIDCR) [E] [mark.schaaf@nih.gov]; Yang, Amy (NIH/NIDCD) [E] [amy.yang@nih.gov]; Frimpong, Eno (NIH/OD) [E] [eno.frimpong@nih.gov]; Ratliff, Shaun (NIH/OD) [E] [shaun.ratliff@nih.gov]; Moore, Marg (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e52e0eb26d140ee829256b1c281f7aa-mamoore]; Callwood, Aubrey (NIH/NICHD) [E] [callwooa@mail.nih.gov]; Reter, Roy (NIH/NIEHS) [E] [reter@niehs.nih.gov]; Gheen, Valery (NIH/NHLBI) [E] [gheenv@mail.nih.gov]; Twilley, Ross (NIH/OD) [E] [ross.twilley@nih.gov]; Bartok, Lauren (NIH/NIAID) [E] [lauren.bartok@nih.gov]; Kennedy, Josephine (NIH/NCATS) [E] [josephine.kennedy@nih.gov]; Woo, Theodore (NIH/NCCIH) [E] [wootp@mail.nih.gov]; Clary, David (NIH/NIAMS) [E] [david.clary@nih.gov]; Albert, Roberta (NIH/NIBIB) [E] [roberta.albert@nih.gov]; Johnson, Shevon (NIH/NIEHS) [E] [shevon.johnson@nih.gov]; Hammond, Christopher (NIH/OD) [E] [christopher.hammond2@nih.gov]; Hinton, Cynthia (NIH/OD) [E] [cynthia.hinton@nih.gov]; Haileleul, Betty (NIH/OD) [C] [betty.haileleul@nih.gov]; Beecher, Tricia (NIH/OD) [E] [tricia.beecher@nih.gov]; Jones, Amber (NIH/OD) [C] [amber.jones@nih.gov]; Johnson, Ryheem (NIH/OD) [C] [ryheem.johnson@nih.gov]; Berry, Thomas (NIH/NIDCD) [E] [thomas.berry@nih.gov]; Albertini, Brian (NIH/NINR) [E] [albertib@mail.nih.gov]; Green, Yolanda (NIH/NIMH) [E] [yolanda.green@nih.gov]; Cheema, Uzma (NIH/NIBIB) [E] [uzma.cheema@nih.gov]; Pearson, Katrina (NIH/OD) [E] [pearsonk@od.nih.gov]

Attachments: NIH PCG Meeting Agenda 05.26.2021 (2).docx; NIH Policy Overview_Privacy_20210526 (1).pptx; Overview of the GDPR 2021.pptx

Start: 5/26/2021 1:30:00 PM

End: 5/26/2021 3:00:00 PM

Recurrence: (none)

Required Attendees: Close, Dustin (NIH/OD) [E]; NIH IC Privacy Coordinators

Optional Attendees: Nair, Prema (NIH/CSR) [E]; Cantilena, Barbara (NIH/NIBIB) [E]; Cosme, Lillian (NIH/NIAMS) [E]; Alves, Steve (NIH/OD) [E]; Butler, Gloria (NIH/NHGRI) [E]; Putney, Dvonte (NIH/NINDS) [E]; Peterson, Trevor (NIH/NEI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Brining, Sheryl (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Milliard, Suzanne (NIH/NCI) [E]; Amar, Anna (NIH/OD) [E]; Lopez-Ramirez, Rosayma (NIH/OD) [E]; Leahy, Timothy (NIH/OD) [E]; Stabile, Regina (NIH/NIEHS) [E]; Martin, Susan (NIH/CC/DCRI) [C]; Cheung, Paul (NIH/NHGRI) [E]; Manheim, Marianne (NIH/NHLBI) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Chen, Eva (NIH/NIDDK) [E]; Le, Vivian (NIH/NLM) [E]; French, Daniel (NIH/OD) [E]; Vorck, Fred (NIH/CC/DCRI) [E]; Tucker, Susan (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; LaBella, Shirley (NIH/OD) [E]; Amarante, Rusinel (NIH/NIGMS) [E]; Yager, Kelly (NIH/NIDDK) [E]; Squiers, Chris (NIH/NIDA) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Lansiquot, Boniface (NIH/NEI) [E];

Ngo, Nam (NIH/NCATS) [E]; Smith, Marcia (NIH/FIC) [E]; Barreros, Tamara (NIH/OD/ORS) [E]; Schaaf, Mark (NIH/NIDCR) [E]; Yang, Amy (NIH/NIDCD) [E]; Frimpong, Eno (NIH/OD) [E]; Ratliff, Shaun (NIH/OD) [E]; Moore, Marg (NIH/NIAID) [E]; Callwood, Aubrey (NIH/NICHD) [E]; Reter, Roy (NIH/NIEHS) [E]; Gheen, Valery (NIH/NHLBI) [E]; Twilley, Ross (NIH/OD) [E]; Bartok, Lauren (NIH/NIAID) [E]; Kennedy, Josephine (NIH/NCATS) [E]; Woo, Theodore (NIH/NCCIH) [E]; Clary, David (NIH/NIAMS) [E]; Albert, Roberta (NIH/NIBIB) [E]; Johnson, Shevon (NIH/NIEHS) [E]; Hammond, Christopher (NIH/OD) [E]; Hinton, Cynthia (NIH/OD) [E]; Haileleul, Betty (NIH/OD) [C]; Beecher, Tricia (NIH/OD) [E]; Jones, Amber (NIH/OD) [C]; Johnson, Ryheem (NIH/OD) [C]; Berry, Thomas (NIH/NIDCD) [E]; Albertini, Brian (NIH/NINR) [E]; Green, Yolanda (NIH/NIMH) [E]; Cheema, Uzma (NIH/NIBIB) [E]; Pearson, Katrina (NIH/OD) [E]

The NIH Privacy Coordinator Group (PCG) Meeting is held the fourth Wednesday of every other month, 9:30am – 11:00am. The agenda and supporting materials are attached.

Microsoft Teams meeting

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(b) (6) United States, Bethesda

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Office of the Senior Official for Privacy (OSOP)

Privacy Coordinator Group (PCG) Meeting Agenda

DATE	May 26, 2021	LOCATION	Microsoft Teams
TIME	9:30am – 11:00am	FACILITATOR	Dustin Close, NIH Privacy Program Lead

20 mins	NIH Policy Team – Policy Manual Repository Overview	Cindy Hinton
20 mins	General Data Protection Regulation (GDPR) Overview	Chris Hammond
20 mins	SOP Update	Celeste Dade-Vinson
30 mins	PCG Open Forum	Participants

Remote Participation

Join on your computer or mobile app
 Click here to join the meeting

Or call in (audio only)

United States, Bethesda
 Phone Conference ID: **b6**







NIH Policy Manual

Office of Management Assessment Division of Compliance Management

Tools and Tips for Navigating the NIH Policy Manual Repository

May 2021

Agenda

- Home Page
- Policy Layout and Features
- Issuing Office Contact Options
- My Favorites
- Search/Browse Features
- Export Reports and Policies

Overview



National Institutes of Health

Office of Management Assistance

Office of Management Assistance

Supporting the National Institutes of Health

NIH Policy Manual

1/1/2015 10:00 AM

HOME ABOUT CONTACT US

Recently Released Chapters

- Managing Federal Acquisition and Contract Administration - 1/1/2015
- Product Support and Office of Management Assistance, Review of Requirements for NIH General Nuclear Safety Operating Fund - 1/1/2015
- Product Support and Office of Management Assistance, Review of Requirements for NIH General Nuclear Safety Operating Fund - 1/1/2015
- Product Support and Office of Management Assistance, Review of Requirements for NIH General Nuclear Safety Operating Fund - 1/1/2015
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Recently Released Chapters

- Product Support and Office of Management Assistance, Review of Requirements for NIH General Nuclear Safety Operating Fund - 1/1/2015
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- Product Support and Office of Management Assistance, Review of Requirements for NIH General Nuclear Safety Operating Fund - 1/1/2015

Functional Series

- Product Support and Office of Management Assistance, Review of Requirements for NIH General Nuclear Safety Operating Fund - 1/1/2015
- Product Support and Office of Management Assistance, Review of Requirements for NIH General Nuclear Safety Operating Fund - 1/1/2015
- Product Support and Office of Management Assistance, Review of Requirements for NIH General Nuclear Safety Operating Fund - 1/1/2015
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- Product Support and Office of Management Assistance, Review of Requirements for NIH General Nuclear Safety Operating Fund - 1/1/2015
- Product Support and Office of Management Assistance, Review of Requirements for NIH General Nuclear Safety Operating Fund - 1/1/2015

- NIH Policy Manual is an official mechanism and primary repository for NIH-wide policy, and comprised of individual chapters, commonly referred to as Manual Chapters or Policy Manuals.
- Division of Compliance Management, OMA maintains the repository and supports the policy issuing offices (IOs) to develop, modify, or rescind chapters.
- Manual Chapter 1710 establishes requirements for policies maintained in the repository to ensure:
 - Policies are developed consistently and undergo proper review/approval;
 - Responsibilities are clear and IOs have Manual Chapter Coordinators (MCC); and
 - Consistency with other policies and the overall mission of the agency.



National Institutes of Health
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NIH Policy Manual Application

- Microsoft .NET custom application developed to manage the content similar to a Content Management System (CMS) providing features such as drafting, previewing, and publishing
- Streamlined the complete Policy Manual Authoring process
- Developed workflow for OMA MC Team to work and collaborate to create and manage Policy Manuals
- Introduced automatic versioning for metadata and policy content
- Created an automatic archival process based on publishing type and offered an option to track the NARA process
- Designed NIH OMA brand consistency by inheriting from OMA public website
- PDF version is automatically created
- Automated broken links checks and an email is delivered to inbox with broken link info
- Automated reminder for reviewing the policy manual

Policy Information, Features and Layout

Although not all contact info is required, when the IO includes as much as possible, it makes it helpful during research when further information is needed.



1. Left navigation to quickly jump to sections within policy content
2. Ability for users to provide feedback to OMA and IO MCC for individual policy
3. Option for users to share policies via yammer or email
4. Print policies to pdf
5. NIH users can "favorite" policies (once logged in from the homepage)
6. Tool tips for date fields to accurately describe the version history

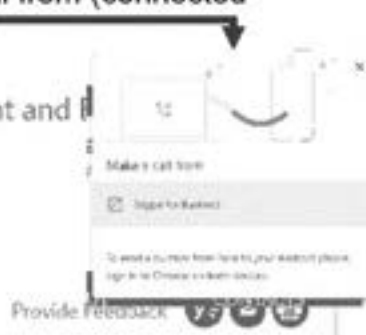
Contact the Issuing Office for Policy

Depending on the amount of contact information the IO provides, you may have several options. One is to call the IO directly from your computer (or iPad, tablet, mobile device). By clicking the phone number, a pop-up will prompt you to identify which device you want to call from (connected iPhone, android, skype or teams)

1745-2 - NIH Privacy and Information Security Incident and Policy

Issuing Office: OD/OM/OMA, OD/OCIO Phone: (301) 496-2532

Release Date: 2/23/2016 • Technical Revision Date: 4/20/2020 •



If using your mobile device, click the number and it will automatically call the IO

Another options is to select the "Provide Feedback" button. This will allow you to inform the Issuing Office Manual Chapter Coordinator and the OMA policy team and about your inquiry for that individual policy.

Issuing Office: OD/OM/OMA, OD/OCIO Phone: (301) 496-2832

Release Date: 2/23/2016 • Technical Revision Date: 4/20/2020 •

Provide Feedback





[View this article online \(10 pages\)](#)

[Self-Pruning Manual \(2014-2015\)](#) - [Data Science Center \(2014-2015\)](#)

Subject: Feedback - CSO CSO Privacy and Information Security Incident and Breach Response Policy

Hello,
 I have a question about the revision of this policy. Can we chat?
 Thanks,
 Cindy

National Institutes of Health
Office of Management

Sharing Policy Features

Here's a closer look at the sharing features for each policy just below the contact information, find these 3 icons which are as follows:

- Yammer – generates a post to your NIH Yammer account and allows you to tag people/groups to be notified.
- Email – creates an email and link for you to share this policy with your colleagues.
- Print – creates a PDF version of the MC for you to save and/or print.

Check out this policy to help understand what a Privacy/Confidentiality Incident Report is required. Click of this Policy, and Information Security Incident and Breach Response Policy. <https://policymanual.nih.gov/1745-2>

Share on Yammer

Share on Email

Send

Provide Feedback



NIH Policy Manual

1745-2 - NIH Privacy and Information Security Incident and Breach Response Policy

Issuing Office: OD-GM/PMIA, OD/PCIO Phone: (301) 855-5332

Release Date: 1/21/2016 Technical Revision Date: 4/24/2017

Essential Notice

1. **Explanation of Material Transmitted:** This policy outlines the requirements of National Institutes of Health (NIH) employees, contractors, researchers, grantees, trainees, and other non-Government personnel affiliated with NIH for complying with the policy, and ensuring the protection of personally identifiable information (PII) and sensitive information (SI) contained in all NIH Information Technology (IT) systems as well as paper-based systems. This policy also applies to electronic and paper-based systems that are developed, operated and/or maintained by contract personnel on behalf of NIH.

My Favorites

Users must be on the NIH network (or VPN) in order to login and access additional features in the NIH Policy Manual

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DMS HOME **LOGOUT**

HOMESEARCHBROWSE**MY FAVORITES**RESOURCESABOUTCONTACTS

 Recently Released Chapters

Managing Federal Records 1344
6/28/2020, Revised Review 7/16/2021

☆

Institutes, Centers and Offices (ICOs) Alterations, Repairs, or Improvements to NIH-Owned Facilities Using Operating Funds 1445-17-4
4/23/2021

☆

Intramural Research Program Telehealth Requirements 3014-303
2014-303

☆

 Frequently Accessed Chapters

Travel Policies and Procedures 1300
6/20/2019

☆

NIH Remote Access Policy 2850
3/20/2021, Revised Review 7/16/2021

☆

Intramural Research Training Award (RTA) Program 2300-2307
2/24/2021

☆

My Favorites

- Users logged into the system can favorite policies allowing for easier access to most frequently accessed chapters.
- Users will see the most frequently accessed chapters they specifically visit on the site.
- Manual Chapter Coordinators (MCCs) and Subject Matter Experts (SMEs) will see policies they issue and the ability to easily see the scheduled review date.

View your favorite policies and their review dates.

Top 5 Policies

- Publishing and Managing Policies in the NIH Policy Manual
- Grants to Minorities/Disadvantaged Programs
- Transplantation
- NIH Research Training Grant Program (OTW) Policies
- Title 32 Application and Review Fee

My Favorites

Chapter Number	Chapter Title	Review Date	Publication Status	Actions
2-400-040-1	NIH Nursing Mothers Program	2-24-2020	Active	Link to page

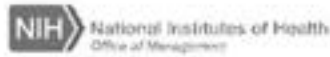
1 of 1 items

Policies Assigned To Me

Chapter Number	Chapter Title	Issuing Office	Publication Status	Review Date	Review Date
1720	Developing and Managing Policies in the NIH Policy Manual	OE/OM-OM/OM/MS	Active	8/21/2014	8/21/2023
2001-411-8	Grants to Minorities/Disadvantaged Programs	OE/OM/OM/MS	Active	10/1/2018	10/1/2026

Search Features

The **Search** feature allows you to pinpoint content within a chapter with it's "Keywords" and "Search Within" functions. Additional options to narrow your search include identifying the Issuing Office, Functional Series, Release Date and Publication Status. If the search results are needed to share with other, the user can export the results into excel.



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NIH Policy Manual

CHALFPA6 1/1/25

HOME	SEARCH	BROWSE	RESOURCES	ABOUT	CONTACTS
Keywords:		Search Within:		Publication Status	
☐ Matches on all words (AND)		Primary Issuing Office:		Release Date:	
☒ Matches on any words (OR)				to	
☒ Matches on exact phrase		Series:			
				SEARCH	

Search Features

For example, you are the Mobile Device contact for your IC. Your supervisor has directed you to revise the IC policy. The IC policy was last revised in 2018. By searching for the key terms with exact phrase matches and using the active publication status within a date range, you successfully narrow the results to 5 policies.

The screenshot shows the NIH Policy Search interface. The top navigation bar includes links for HOME, SEARCH, RESULTS, RESOURCES, ABOUT, and CONTACTS. The search filters section on the left includes a keyword search bar with the text "Mobile Device", a dropdown for "Match type" set to "Exact phrase", and a list of filters: "Match type: Exact phrase (14)", "Match type: Any phrase (14)", and "Match type: Any word (14)". The search criteria section on the right includes a dropdown for "Publication Status" set to "Active", a dropdown for "Reviewing Office" set to "ODPH-OAS", and a date range for "Release Date" from "1/1/2014" to "1/1/2021". A "Search" button is located at the bottom right of the filters section. Below the search filters, the "Search Results" section displays a table of results. The table has columns for "Document Number", "Document Title", "Functional Group", "Release Date", "Reviewing Office", "Publication Status", and "Actions". The results table shows 5 results, all with "Active" status and "ODPH-OAS" as the reviewing office. A "Tip" box on the right side of the results section states: "Tip: Export results to include in reports for supervisors".

Document Number	Document Title	Functional Group	Release Date	Reviewing Office	Publication Status	Actions
1000	NIH Mobile Device Policy	Emerging Technology, I&D Technology	1/1/2017	ODPH-OAS	Active	View
1141	NIH Mobile Device Policy	Management	12/24/2015	ODPH-OAS	Active	View
1141.2	NIH Mobile Device Policy	Management	4/21/2015	ODPH-OAS	Active	View
1101	NIH Policy for Annual In-person/Remote Seminars/Workshops and Conferences	Policy Development	11/14/2018	ODPH-OAS	Active	View
1101	NIH Policy for the Professional Use of Social Media on NIH Websites	Policy Development	1/1/2014	ODPH-OAS	Active	View

1 - 5 of 5 items

Browse Features

The **Browse** feature allows you to explore policies which are organized by chapter number (by default). If you know specific information about the chapter you're inquiring, simply narrow the results like the search tab with the option to export your results to excel.

HOME SEARCH **BROWSE** UPDATES RESOURCES ABOUT CONTACT

Series: Publication Series: Policy Issuing Office:

Release Date: to

Tip: Headers of results are sortable



Browse Manual Chapters

Chapter Number	Chapter Title	Functional Series	Release Date	Issuing Office	Publication Status	Actions
0070	Organizational Changes	Management, Emergency/Temporary	1/28/2021	OD-ORNCMS/ODH	● Active	
0070	Gifts and Donations Policy	Emergency/Temporary, Info/Technical	1/14/2021	OD-ODH	● Active	
0070	Temporary Business Functions Related to Coronavirus Pandemic	Emergency/Temporary	12/16/2020	OD-ODH	● Active	
0110	Leave and Regulations	Management	10/17/2004	OD-OD-ODMS/ODH	● Active	
1110	Outstanding Business, Filing the Government Seal and Taking the Department Seal	Management	9/25/2004	OD-ODH/ODH	● Archived	
1120	Organizational Changes	Management	12/10/2004	OD-ORNCMS/ODH	● Archived	

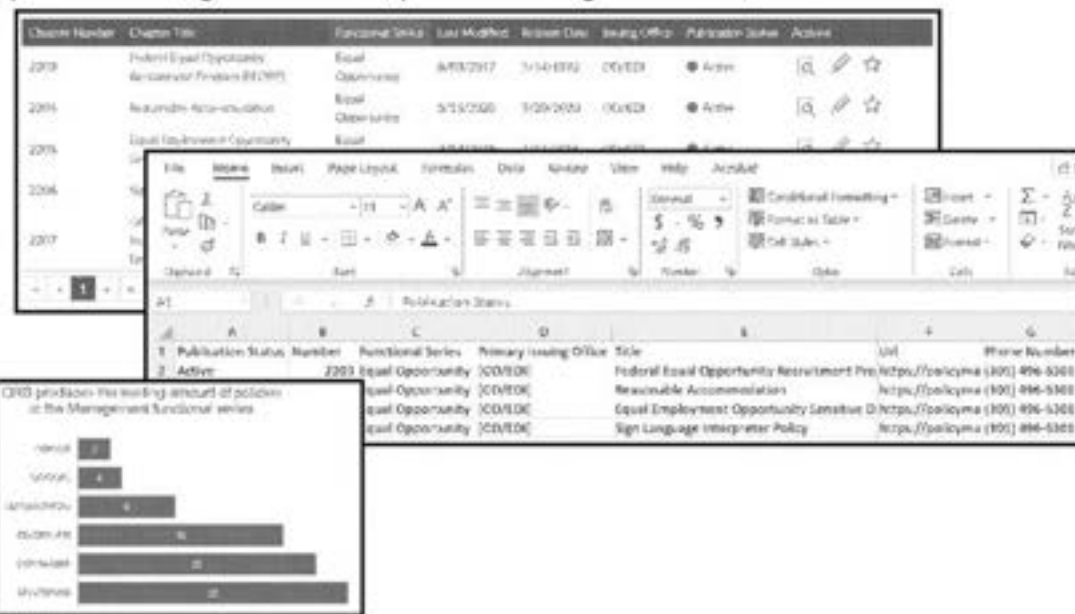
Tip: Once logged in, users can bookmark policies in any results list and locate them from the "My Favorites" tab



National Institutes of Health
Office of Management

Exporting Reports

This tool allows you convert any list of results into an excel spreadsheet for personal use, generate data, present findings to offices, etc.



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Background Slides

Upgrades

NIH Office of Management & Enterprise Support Policy Manual	
HOME	ABOUT
SEARCH	CONTACT
Recently Revised Chapters - Emergency/Temporary Policies (483) - Administrative Controls and Policies (488) - Emergency/Temporary Policies (483) - Administrative Controls and Policies (488) - Emergency/Temporary Policies (483) - Administrative Controls and Policies (488) - Emergency/Temporary Policies (483) - Administrative Controls and Policies (488)	Frequently Asked Questions - Emergency/Temporary Policies (483) - Administrative Controls and Policies (488) - Emergency/Temporary Policies (483) - Administrative Controls and Policies (488) - Emergency/Temporary Policies (483) - Administrative Controls and Policies (488) - Emergency/Temporary Policies (483) - Administrative Controls and Policies (488)
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- In 2017, OMA launched the new Policy Manual repository. Enhancements include:

- Search/browse functionality, intuitive information, navigation, compliance with security protocols, and a refreshed look and feel. Quick share features for users to provide instant feedback on each policy and/or share policies via Yammer or email and created NIH-user homepages for bookmarking or "favoriting" policies.

- In 2018:

- Homepage functionality for headers of each quadrant to report a list of respective topics. Additional date fields to accurately describe the version history. Updated format for exported policies and applied fixes for continuing support of redirects.

- In 2019:

- Created 5-year workflow to notify IOs of required policy management lifecycles which resulted in increased accountability and transparency.

- In 2020:

- Upgraded additional administration improvements and electronic records management capabilities for archiving permanent records and transfer to NARA.

- In 2021:

- Implemented new workflow for Emergency/Temporary policies, increased search features, and reorganized homepage to highlight "My Favorites" portal in the ribbon.

2019:

Improve the NIH Policy Manual system with the agile method to perform updates, increase operational functionality, and ensure proper security requirements are met. By assessing stakeholder needs, user portals were developed for NIH staff to increase the usability, generate reports, and plan for policy management lifecycles which resulted in increased accountability, transparency, and workload distribution among various agency Issuing Offices.

2020:

Released updates to the NIH Policy Manual site regarding workflow notifications, automatic filing of records upon publication, update policy headers to include tool tips, update export to word features.

April 2021:

TFS ID: 483 – Emergency/Temporary Workflow Notification of Expiring Policy

TFS ID: 484 – Search/Browse in Numerical Order

TFS ID: 485 – Search Box - Metadata Info (485)

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TFS ID: 490 – Move "Emergency/Temporary" on the Homepage (490)

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NIH Policy Manual – Required Format & Documents Used in Processing

All policies in the NIH Policy Manual are required to include the following format:

- Transmittal Sheet
- Purpose
- Audience/Scope
- Policy
- Roles and Responsibilities

To aid the IOs and MCCs with the format and lifecycle of a policy, the following forms and templates are used to publish a policy:

- Approval and Concurrence Forms
 - NIH Form 414-7 – NIH Manual Chapter Concurrence and Approval Record
 - NIH Form 414-6 – NIH Manual Chapter Review Record (optional)
- Templates
 - NIH Form 414-8 – Example Transmittal Sheet and Chapter Template
 - Resources: <https://oma.od.nih.gov/dms/pages/manual-chapters-links.aspx>



Transmittal Sheet: The cover page must include an explanation for writing, revising, or rescinding the chapter, as well as the removal/release dates and appropriate IO contact information.

Purpose: Describes why the policy is needed and summarizes what the policy will communicate to the reader.

Audience/Scope: Identifies the target audience and who the policy applies or does not apply to.

Policy: Communicates essential requirements, rules and guidelines.

Roles and Responsibilities: Assign duties and required steps to the appropriate officials, organizations, or groups who have a stake in carrying out the policy.

The European Union General Data Protection Regulation: Tips for NIH Privacy Staff



Chris Hammond
Senior Attorney
Office of the General Counsel

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Questions?

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Senior Attorney
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Resources

- OIR/OHSRP GDPR FAQs -
<https://irbo.nih.gov/confluence/display/ohsrp/Frequently+Asked+Questions#FrequentlyAskedQuestions-FAQGDPR>

From: Martinez, Heather (NIH/NIAID) [C] [/o=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=52B029F8E1AB45EC875E9591AECC2BF3-MARTINEZHT]
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Subject: Quarterly Content Meeting
Location: Zoom Meeting Link Will Be Provided Prior To Each Meeting

Start: 1/26/2021 7:00:00 PM
End: 1/26/2021 8:00:00 PM
Show Time As: Tentative

Recurrence: Monthly
the fourth Tuesday of every 3 month(s) from 2:00 PM to 3:00 PM

Required (unknown property type)

Attendees:

Please join New Media Web Policy Branch (NMWPB) for quarterly updates, resources and best practices to help your content stay up-to-date on [NIAID.NIH.gov](https://niaid.nih.gov) and [Inside.NIAID.NIH.gov](https://inside.niaid.nih.gov).

Note: Meeting agenda and Zoom meeting link will be updated prior to each meeting.

Background

Whether you're new to writing website content or need to brush up on digital best practices, these quarterly meetings are for you. NMWPB's Quarterly Content Meeting will give public website and intranet content owners—people like you who hold content responsibility role(s) on [NIAID.NIH.gov](https://niaid.nih.gov) and/or [Inside.NIAID.NIH.gov](https://inside.niaid.nih.gov)—a first look at new site features and new digital communications initiatives. NMWPB will also share practical tips and resources to support your content's success. We aim to provide increased transparency into digital policies, best practices, and the overall content health on the NIAID public website and intranet.

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CC: Cantilena, Barbara (NIH/NIBIB) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=9502efaa74cd459db80025132eda47cb-cantileb]; Aofolaju, Olu (NIH/NLM) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=68d556e7f62d4292a12a1aae2a8bd722-aofolajuof]; Jordan, Matt (NIH/NIEHS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=5584512a59db4e3cad9673fc746966e-JordanM2]; Akiyama, Darrick (NIH/NIAMS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=70daec1e90d64151be0d0b6f717d4c03-akiyamad]; Brining, Sheryl (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=81468af5fe924e21a9c564a87bb2d3e8-brinings]; Reter, Roy (NIH/NIEHS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f680d915e91c4c9b933c65ebdccc3a9ce-reter]; Marin, Radu (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=aa5ad1f1a1b14e2f94a992aad27e3066-marinr2]; Gonchar, Dawn (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1c9952df2a214170a1fbfecdc8b06e2-gonchard]; Burton, James (NIH/NIDCD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=75fca2a02c854d2eb1462882cfd2593-burtonj]; Stabile, Regina (NIH/NIEHS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=111ed93844604f6a8a2e95c950319710-stabilerj]; McCullar, Alisa (NIH/FIC) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1475cc95284946f2a08dd2e82b81b7e5-mccullaa]; Greco, Christopher (NIH/NIDCR) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f0102083538b48f081e0e7b2fdadc536-cgreco]; Freeman, Natasha (NIH/NCI) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=71a982b84787467c80ec705634f2b15e-freemannm]; Leiby, Chris (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=02f9f99d56e849929144d61ab6f302c6-leibycr]; Kung, Dar-Ning (NIH/NLM) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b76dc534e674401d85101a6f31b77f2f-kungd]; Nair, Prema (NIH/CSR) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e248fc54a660499492748c80fb2f125c-nairpg]; Spencer, Jay (NIH/NCI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=afd2a0b20cd246e088def5e745865901-spencerjc]; Folkers, Jonathan (NIH/NIAAA) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7cebe4d17ca142a18f129a6e10608bd6-jfolkers]; Butler, Gloria (NIH/NHGRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=11fc9be6224c4ad182dd7598ba73fb9f-gloriab]; Ngo, Nam (NIH/NCATS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=bc92ffc0b6b44d44b627c550eda36b59-ngonh]; Cornwell, Kay (NIH/NIGMS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4e7bd0fff8ba4a28dfe4d7e3fe68b2c-cornwelk]; Clarke, Dwight (NIH/NLM) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=387cf27af0bf41959f6e6e172ad05417-clarkedw]; Alves, Steve (NIH/OD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8f567253a5f24a2dbcbcd0c2f37ebff5-alvess]; Wise, Matthew (NIH/NIMHD) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=01d4e74084854b8991ce4ce6f567a52a-mwise]; Tretyak, Alina (NIH/OD) [E]

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 (NIH/CIT) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group
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 (NIH/NHLBI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
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 (NIH/CC/DCRI) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
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Subject: NIH OCIO FY2021 Security Compliance Training Office Hours

Location: b6

Start: 7/21/2021 6:00:00 PM

End: 7/21/2021 7:00:00 PM

Show Time As: Tentative

Required Attendees: NIH ISSO Only; NIH IC Privacy Coordinators; ISAO-Training-&-Awareness

**Optional
Attendees:**

Cantilena, Barbara (NIH/NIBIB) [E]; Aofolaju, Olu (NIH/NLM) [C]; Jordan, Matt (NIH/NIEHS) [E]; Akiyama, Darrick (NIH/NIAMS) [E]; Brining, Sheryl (NIH/OD) [E]; Reter, Roy (NIH/NIEHS) [E]; Marin, Radu (NIH/NHGRI) [E]; Gonchar, Dawn (NIH/OD) [E]; Burton, James (NIH/NIDCD) [E]; Stabile, Regina (NIH/NIEHS) [E]; McCullar, Alisa (NIH/FIC) [E]; Greco, Christopher (NIH/NIDCR) [E]; Freeman, Natasha (NIH/NCI) [C]; Leiby, Chris (NIH/OD) [E]; Kung, Dar-Ning (NIH/NLM) [E]; Nair, Prema (NIH/CSR) [E]; Spencer, Jay (NIH/NCI) [E]; Folkers, Jonathan (NIH/NIAAA) [E]; Butler, Gloria (NIH/NHGRI) [E]; Ngo, Nam (NIH/NCATS) [E]; Cornwell, Kay (NIH/NIGMS) [E]; Clarke, Dwight (NIH/NLM) [E]; Alves, Steve (NIH/OD) [E]; Wise, Matthew (NIH/NIMHD) [E]; Tretyak, Alina (NIH/OD) [E]; Lansiquot, Boniface (NIH/NEI) [E]; Calderon, Willy (NIH/NINDS) [E]; Czekalski, Blaise (NIH/NCI) [E]; Grossman, Kenneth (NIH/NIAID) [E]; Woodson, Holly (NIH/OD/ORS) [E]; Cheung, Paul (NIH/NHGRI) [E]; Tucker, Susan (NIH/OD) [C]; Clary, David (NIH/NIAMS) [E]; Adler, Carolyn (NIH/OD) [C]; Dickens, Jasse (NIH/NIMH) [E]; Khan, Amman (CMS/OIT) [E]; Simpson, Troy (NIH/NIEHS) [E]; McDonald, Kevin (NIH/NICHD) [C]; Hare, Roy (NIH/OD) [C]; Hermach, William (NIH/NIMH) [E]; Wright, Michael (NIH/NEI) [E]; Settles, Omar (NIH/NIA/ERP) [C]; White, Julia (NIH/OD) [E]; Velez, Victoria (NIH/OD/ORS) [E]; Jezioro, Maddie (NIH/NIA/ERP) [E]; Smith, Marcia (NIH/FIC) [E]; Ruotolo, Chris (NIH/OD) [C]; Yang, Amy (NIH/NIDCD) [E]; Squiers, Chris (NIH/NIDA) [E]; Bates, Patty (NIH/NIAAA) [E]; Spicer, Jennifer (NIH/OD) [C]; Evans, Christopher (NIH/NIAID) [E]; Olson, David (NIH/CC/DCRI) [E]; Viilu, Erik (NIH/NIA/ERP) [E]; Herder, Warren (NIH/NIDDK) [E]; Credle, Jason (NIH/NINDS) [E]; LaBella, Shirley (NIH/OD) [E]; Ferson, Patty (NIH/NCI) [E]; French, Daniel (NIH/OD) [E]; Dugar, Jothi (NIH/CIT) [E]; Ford, Chris (NIH/NIEHS) [E]; Seymour, Don (NIH/NIDCR) [E]; Strong, Renee (NIH/NIAMS) [E]; Dade-Vinson, Celeste (NIH/OD) [E]; Cook, Karen (NIH/OD/ORS) [E]; Dorion, Anthony (NIH/NIBIB) [C]; D'Souza, Ivor (NIH/NLM) [E]; Close, Dustin (NIH/OD) [E]; Sanchez, Carlos (NIH/OD) [E]; Dimock, David (NIH/CIT) [C]; Tesfaye, Thomas (NIH/CIT) [C]; Manheim, Marianne (NIH/NHLBI) [E]; Gyorda, Mike (NIH/NINDS) [E]; Chern, Christopher (NIH/CC/DCRI) [E]; Fennell, Michael (NIH/CIT) [C]; Havens, Mj (NIH/CIT) [C]



NIH OCIO FY2021 Security Compliance Training Office Hours

Remote Participation

[Join Zoom Meeting](#)

Conference Number: Meeting ID:

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Dear IC Training Teams,

As the training deadline approaches, we are scheduling additional **OCIO Training Office Hours** sessions to provide support on how to access reporting in the [Cybersecurity Role Validation and Tracking \(CRVT\) Application](#) and answer any questions you still may have about this year's changes to the training process.

During this session we will:

- Discuss reporting in the CRVT Application
- OCIO Security Compliance Training Deadlines
- Go-live date and preview of the nVision Cyber Risk Management Dashboard
- Share resources available to you to help you communicate with your ICs the Training deadlines

As a reminder, resources for the FY2021 training cycle are available to you on the [OCIO Security Training Website](#) including the Security Awareness Training Communications Toolkit that you can leverage to help spread the word and encourage your ICs to complete the training.

Please email the [OCIO Training & Awareness Team](#) with any additional topics you would like us to cover during this time or if you have any questions or concerns. This invite has been sent to ISSOs and Privacy Coordinators. Feel free to forward to anyone else from your IC involved in the management of the FY2021 Security Compliance Training.

We look forward to seeing you there,

OCIO Training & Awareness Team



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Cyber Safety. Protect our People and our Science.





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(FYDIBOHF23SPDLT)/cn=Recipients/cn=12345c5f964b4655ba5d8e18107c9c3c-spierce]; Quander, Shirley
(NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=13cec5e64c8a44a3b9ecbbe3d922924f-mrao]; Reyes, Effie (NIH/NIAID) [E]
[REDACTED]153dc2d8564-quanders]; Rao, Malla (NIH/NIAID)
[E] [/o=ExchangeLabs/ou=Exchange Administrative Group
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=477fbbb2860c496980eefb25c25d241a-reyeseff]; Richichi, Irene (NIH/NIAID)
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=4cc055f2a65a4c37b212c1da807427f4-irichichi]; Royal, Thomas (NIH/NIAID)
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e9156f14e8a47f2b3af2b6ea1d8ee2a-User_2c7bc7]; Savage, Dana
 (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=d9c48bf7e2d941eba82c0dbcd469ae7c-dsavage]; Schmidt, Beth (NIH/NIAID)
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=c94cef3b3ed242eb98ba7a34ee9100ad-bschmidt]; Schneider, Johanna
 (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=14d70327e3f44be0aca7d22ad0b018d5-schneiderjs]; Schneider, Vicky
 (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=fa6983f1250f49ccbf4aba821ec8c1a6-schneidv]; Schofield, Vickie (NIH/NIAID)
 [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=3974ede1c241485aba225e04204a484f-schofieff]; Selthoffer, Lizanne
 (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=4a60d320ed2243c5b0d555da8489f060-lselthoffer]; Severson, Denise
 (NIH/NIAID) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=9aeee87b07754b48ab595bfa10932902-seversondr]; Shahan, Tracy
 (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=92339f799cf64641968dabdbae5969fb-tshahan]; Shirley, Celena (NIH/NIAID)
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=eb917e6a629b45c5ac79e6151a0f4a53-cshirley]; Siddiqui, Sophia
 (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=d45da68eb64f4e5599810597ad056c21-ssiddiqui]; Singleton, Kimberly
 (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=fad2ddc3454f425b8ff1b2cd40e31540-singletk]; Smith, Andrea (NIH/NIAID)
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=d157a189b78e4afbf1034c45889abb-smithar8]; Smith, Waquita
 (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=f7ea622bab0e43508c1889404afe4703-sofranke]; Zlotnick-Solomon, Karen
 (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=045e5f8d329147bcb2859261976893f0-zlotnick]; Stern, Kaytee (NIH) [C]
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=27780f5c262642568c9d00d6d1a28701-stermco]; Store, Kathy (NIH/NIAID) [E]
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=0a5cb42737f44929b7f9fdea3fc6b8a7-kstore]; Stover, Kathy (NIH/NIAID) [E]
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=c82722674ba14c2f969bd50dfa6a7af4-stoverk]; Sullivan, Kevin (NIH/NIAID)
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=121a0f2a761a4639b8d9d560fba84376-sullivak]; Taggart, Brian (NIH/NIAID)
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=e7314690455046f6aff4ef509829f7fa-taggartbj]; Thomas, John (NIH/NIAID)
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=0ca528ec9690458eadbe8a97b651f145-thomasjoh]; Turner, Trisha
 (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=59d58680845b4503a8a1b49bc3044a13-turnertl]; Varughese, Mini
 (NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=8f4fcb61849449a993401bce5d843d95-varughesemm]; Vasilatos, Patricia
 (NIH/NIAID) [C] [/o=ExchangeLabs/ou=Exchange Administrative Group
 (FYDIBOHF23SPDLT)/cn=Recipients/cn=ec0ac9a4ede54cc7b905f0a293108128-vasilatop]; Vathyam, Surekha
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=5ed61806c5bf4e9a819ddb37e91dee70-vathyams]; Vega, Roger (NIH/NIAID)
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 (FYDIBOHF23SPDLT)/cn=Recipients/cn=44659b73a97d426ca3a02d88e2087395-rvega]; Vervick, Jason (NIH/NIAID)

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(FYDIBOHF23SPDLT)/cn=Recipients/cn=d3db7d7080c848f2a89b26e00c4c2f81-vervickj]; Walker, Shereille
(NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=d1f7d0ab4539417ebdeeb8bf5142626c-walkershj]; Ward, Jennifer
(NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=a4ad800611ee4a199c0c778e216abbf1-jgibbins]; Webb-Ramseur, Tonza
(NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=b205b1dfadfb45c7b80c5c8cbc887e57-webbton]; Williams, Melissa
(NIH/NIAID) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=1f2947f6ad044c1f8895857d49e97b72-williamsme]; Wirick, Cindi (NIH/NIAID)
[C] [/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=53b14d45e9bf4c2ea03955ceb749fd9f-wirickcl]; Yi, Susan (NIH/NIAID) [E]
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(FYDIBOHF23SPDLT)/cn=Recipients/cn=c461310c2658485c96c5dac0d405e22e-yise]; Zarembler, Kol (NIH/NIAID) [E]
[/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=0cf18730d47544e09ad5dfcc304c42d9-kzarembler]; NIAIDePMAPTeam
[/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=3717382ef5a84ec78190ccbf04071270-NIAIDePMAPT]

Subject: Mid-Year ePMAP Super Liaison and Proxy Forum

Location: [REDACTED]

Start: 6/22/2021 5:00:00 PM

End: 6/22/2021 6:00:00 PM

Show Time As: Tentative

Required Attendees: Achermann, Sara (NIH/NIAID) [E]; [REDACTED] p [REDACTED] Alston, Marc (NIH/NIAID) [E];
[REDACTED] Ashton II, James (NIH/NIAID) [E]; Auguste, Ruth (NIH/NIAID) [C]; Deckhut, Alison
(NIH/NIAID) [E]; [REDACTED] [REDACTED] [REDACTED] Barr, Leona (NIH/NIAID) [E];
[REDACTED] [REDACTED] Beachley, Christine (NIH/NIAID) [E]; Benalcazar Ayllon, Michelle
(NIH/NIAID) [E]; Branch, Avery (NIH/NIAID) [E]; [REDACTED] [REDACTED] Brown, Linda Kay
(NIH/NIAID) [E]; Brown, Niki (NIH/NIAID) [E]; Bullis, Catherine (NIH/NIAID) [E]; Burrill, Melinda (NIH/NIAID) [E];
Carlson, John (NIH/NIAID) [E]; [REDACTED] Carver, Trea (NIH) [C]; Cater, David (NIH/NIAID) [E];
[REDACTED] [REDACTED] [REDACTED] Coe, Linda (NIH/NIAID) [E];
[REDACTED] Coronado, Lisa (NIH/NIAID) [E]; [REDACTED] Cox, Donna (NIH/NIAID) [E]; Curry,
Yemiah (NIH/NIAID) [E]; [REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED] Devine, Ann (NIH/NIAID) [E]; Eckes, Risa (NIH/NIAID) [C]; [REDACTED]
[REDACTED] Fiestas, Aileen (NIH/NIAID) [E]; [REDACTED] [REDACTED] [REDACTED]
[REDACTED] Gabosy, Andrea (NIH/NIAID) [E]; [REDACTED] Gehlhaus, Kristie (NIH/NIAID) [E];
Germuga, Donna (NIH/NIAID) [E]; [REDACTED] Goutos, Rachel (NIH/NIAID) [E]; Green, Tammy
(NIH/NIAID) [E]; [REDACTED] Haskins, Melinda (NIH/NIAID) [E]; Hazell, Kimberly (NIH/NIAID) [E];
Hennigan, Karen (NIH/NIAID) [E]; Hirsch, Marie (NIH/VRC) [E]; Huang, Jane (NIH/NIAID) [E]; Hu-Li, Jane (NIH/NIAID)
[E]; Humphries, Dana (NIH/NIAID) [E]; Hunegnaw, Ruth (NIH/VRC) [C]; [REDACTED] Johnson, Jasmine
(NIH/NIAID) [E]; [REDACTED] Jordan, Latara (NIH/NIAID) [E]; Kennedy, Paul (NIH/NIAID) [E]; Kimmel,
Stephanie (NIH/NIAID) [C]; [REDACTED] Ku, Mark (NIH/NIAID) [E]; Lapine, Kimberly (NIH/NIAID) [E];
[REDACTED] [REDACTED] LeCounte, Alonda (NIH/NIAID) [E]; [REDACTED]
[REDACTED] Lisle, David (NIH/NIAID) [E]; [REDACTED] [REDACTED] [REDACTED]
[REDACTED] Martin, Carrie (NIH/NIAID) [E]; Martin, Lily (NIH/NIAID) [E]; Matusek, Susan (NIH/NIAID)
[E]; McDonald, Judy (NIH/NIAID) [E]; McNally, Karen (NIH/NIAID) [E]; Mechanic, Bernice (NIH/NIAID) [E]; Mejia,
Margarita (NIH/VRC) [E]; Menk, Kay (NIH/NIAID) [E]; Menk, Kaytlyn (NIH/NIAID) [E]; [REDACTED]
[REDACTED] Miles, Anita (NIH/NIAID) [C]; [REDACTED] Moore, Marg (NIH/NIAID) [E];
[REDACTED] Mouton, Kathy (NIH/NIAID) [E]; [REDACTED] Nair, Sujatha (NIH/NIAID) [E];
Oaster, Kimberly (NIH/NIAID) [E]; [REDACTED] Ouellette, Madelaine (NIH) [E]; [REDACTED]
[REDACTED] Parker, Marie (NIH/NIAID) [E]; [REDACTED] Petruso, Cindy (NIH/NIAID) [E]; Pierce,
Susan (NIH/NIAID) [E]; [REDACTED] [REDACTED] Reyes, Effie (NIH/NIAID) [E]; [REDACTED]
[REDACTED] Savage, Dana (NIH/NIAID) [E]; Schmidt, Beth (NIH/NIAID) [E]; [REDACTED]

[b6] [b6] Selthoffer, Lizanne (NIH/NIAID) [E]; Severson, Denise (NIH/NIAID) [C];
[b6] Shirley, Celena (NIH/NIAID) [E]; [b6] Singleton, Kimberly (NIH/NIAID) [E];
[b6] Smith, Waquita (NIH/NIAID) [E]; [b6] [b6] Stern,
Kaytee (NIH) [C]; Store, Kathy (NIH/NIAID) [E]; [b6] Sullivan, Kevin (NIH/NIAID) [E]; Taggart, Brian
(NIH/NIAID) [E]; [b6] Turner, Trisha (NIH/NIAID) [E]; [b6] Vasilatos,
Patricia (NIH/NIAID) [C]; Vathyam, Surekha (NIH/NIAID) [E]; Vega, Roger (NIH/NIAID) [E]; [b6]
Walker, Sherelle (NIH/NIAID) [E]; [b6] [b6] Williams, Melissa (NIH/NIAID) [E];
Wirick, Cindi (NIH/NIAID) [C]; Yi, Susan (NIH/NIAID) [E]; [b6] NIAIDePMAPTeam

Hello ePMAP Super Liaisons and Proxies,

It's that time of year again! Please join us as we discuss helpful tips, what's new in the ePMAP system, dates and procedures, reminders and answers to frequently asked questions.

If we have missed anyone on this invitation, please feel free to forward on. Also, if you feel that you have received this invitation in error, please reach out and we will remove you from the list.

We look forward to meeting with you!

-The NIAID ePMAP Team

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[b6] (US East)

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